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Council Minutes

Shire of Pingelly

Ordinary Council Meeting

21 August 2024

Pingelly, positive by nature. Let's grow together!

Risk Framework

Consequence Rating

Impact	Health	Financial	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant	Negligible injuries	Less than \$2,000	No material service interruption	No noticeable regulatory / statutory impact	Low impact, single complaint, low profile or 'no news' item	Inconsequential or no damage	Contained, reversible impact managed on site response
Minor	First aid injuries	\$2,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non-compliance	Low impact, a small number of complaints	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate	Medical type injuries <5 days	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Public embarrassment, moderate impact, low or moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major	Lost time injury >5 days	\$50,001 - \$200,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic	Fatality, permanent disability	More than \$200,000	Indeterminate prolonged interruption – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages	Public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution. Complete loss of property	Uncontained, irreversible impact

Likelihood Rating

	Description
Almost Certain	The event is expected to occur in most circumstances > once per year > 90% chance of occurring
Likely	The event will probably occur in most circumstances At least once per year 60% - 90% chance of occurring
Possible	The event should occur at some time At least once in 3 years 40% - 60% chance of occurring
Unlikely	The event could occur at some time At least once in 3 years 10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances Less than once in 15 years < 10% chance of occurring

Risk Matrix

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	M (5)	H (10)	H (15)	E (20)	E (25)
Likely	L (4)	M (8)	H (12)	H (16)	E (20)
Possible	L (3)	M (6)	M (9)	H (12)	H (15)
Unlikely	L (2)	L (4)	M (6)	M (8)	H (10)
Rare	L (1)	L (2)	L (4)	L (4)	M (5)

Risk Acceptance Criteria

	Description	Criteria	Responsibility
Low (L)	Acceptable	Acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Staff Member
Moderate (M)	Monitor	Acceptable with adequate controls, managed by specific procedures, subject to semi-annual monitoring	Senior Manager
High (H)	Urgent action	Acceptable with effective controls, managed by senior management, subject to monthly monitoring	Senior Manager
Extreme (E)	Unacceptable	Only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by the CEO and subject to continuous monitoring	CEO

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 2.02pm.

2. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Willman Noongar people of this area and recognise their continuing connection to land, waters and community. We pay respect to Elders past, present and emerging.

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Please turn your mobile phones to silent, any calls are to be taken outside of the Chambers.
Thank you.

Welcome Zoe Moulton, who is in attendance representing Pingelly Transport.

4. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

Members Present

Cr P Wood	Deputy President
Cr C Cheney	
Cr B Hotham	
Cr P Narducci	
Cr K Singh	
Cr A Trethewey	

Staff in Attendance

Mr A Dover	Chief Executive Officer
Mr M Hudson	Executive Manager Works
Ms Z Macdonald	Executive Manager Corporate Services
Mrs S Nyssen	Governance and Executive Officer

Members of the Public

Zoe Moulton

Council has granted Shire President Jackie McBurney a leave of absence for the Ordinary Council Meeting dated 21 August 2024.

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6. PUBLIC QUESTION TIME

Please see Public Question Time Information on page 3.

7. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

8. DISCLOSURES OF INTEREST

Councillors/Staff are reminded of the requirements of s5.65 of the *Local Government Act 1995*, to disclose any interest during the meeting when the matter is discussed, and also of the requirement to disclose an interest affecting impartiality under the Shire's Code of Conduct for Council Members, Committee Members and Candidates and the Code of Conduct for Employees.

Cr Bryan Hotham	16.1	Impartial
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9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1. Confirmation of Minutes of Previous Meetings - 17 July 2024

13455 Cr Karmvir Singh moved, Cr Bryan Hotham seconded

Voting Requirements:

Simple Majority required

Recommendation and Council Decision:

That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 17 July 2024 be confirmed.

Carried Unanimously 6 votes to 0

For:	Deputy Peter Wood, Cr Bryan Hotham, Cr Clinton Cheney, Cr Karmvir Singh, Cr Peter Narducci and Cr Angela Tretheway
Against:	Nil

10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

11. ITEMS BROUGHT FORWARD DUE TO PERSONS ATTENDING

Council Bring Forward Item 16.1 Proposed Grain Storage Facility - Lot 3524 (No.50) Aviation Street, West Pingelly

13456 Cr Peter Narducci moved, Cr Bryan Hotham seconded Voting Requirements: Simple Majority required Recommendation and Council Decision: That Council Suspend Standing Orders. Carried Unanimously 6 votes to 0	
For:	Deputy Peter Wood, Cr Bryan Hotham, Cr Clinton Cheney, Cr Karmvir Singh, Cr Peter Narducci and Cr Angela Tretheway
Against:	Nil

The CEO explains the purpose for suspending Standing Orders, allowing discussion to be carried out in a way which would not otherwise be allowed, including allowing Zoe Moulton to participate and comment as the item progresses.

13457 Cr Clinton Cheney moved, Cr Bryan Hotham seconded Voting Requirements: Simple Majority required Recommendation and Council Decision: That Council reinstate Standing Orders. Carried Unanimously 6 votes to 0	
For:	Deputy Peter Wood, Cr Bryan Hotham, Cr Clinton Cheney, Cr Karmvir Singh, Cr Peter Narducci and Cr Angela Tretheway
Against:	Nil

16.1. Proposed Grain Storage Facility – Lot 3524 (No. 50) Aviation Street, West Pingelly

File Reference:	ADM0391 ADM0157
Location:	Lot 3524 Aviation Street, West Pingelly
Applicant:	Pingelly Transport Pty Ltd & Demeter Grains
Author:	Sheryl Squiers
Disclosure of Interest:	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest. Additionally, Edge Planning & Property have undertaken work for Demeter Grains in Wagin. (Section 5.70 of the Local Government Act 1995)
Attachments:	<ol style="list-style-type: none">1. 16.1.1 Location Plan [16.1.1 - 1 page]2. 16.1.2 Initial Information from Applicant [16.1.2 - 8 pages]3. 16.1.3.1 Submissions [16.1.3 - 3 pages]4. 16.1.3.2 Submissions [16.1.4 - 1 page]5. 16.1.3.3 Submissions [16.1.5 - 2 pages]6. 16.1.3.4 Submissions [16.1.6 - 1 page]7. 16 1 4 Response from Applicant and Updated Details [16.1.7 - 2 pages]8. 16 1 5 Extract from Planning and Development Local Planning Schemes Regulations 2015 [16.1.8 - 2 pages]9. 16.1.6 Proposed Sign [16.1.9 - 1 page]
Previous Reference:	Nil

Summary

Council to consider an application for a proposed grain storage facility at Lot 3524 Aviation Street, West Pingelly.

Background

The applicant seeks development approval for a grain storage facility on the site outlined in Attachment 1. The site:

- Is approximately 1.8 km north-west of the Pingelly town centre;
- Has an area of 64.8031 hectares;
- Is generally cleared, gently sloping and is used for cropping. There is some native vegetation largely located near the seasonal watercourse which diagonally dissects the property;
- Contains a shed and some smaller structures; and
- Contains Pingelly Transport which consists of 9 trucks transporting grain, hay, livestock, lime and fertiliser throughout the Wheatbelt and surrounds.

There is a mix of zones near the application site including General Agriculture, Rural Residential and Industry.

Pingelly Transport currently employ 8 staff who reside in Pingelly.

Demeter Grains operate a grain cleaning, processing, bagging and containerised packing facility in Kwinana. The facility is export registered.

Proposal

This application proposes a 30,000-tonne bulkhead grain storage facility consisting of 'bunkers'. The grain will be covered by tarpaulins. The proposed bunkers are 180 metres in length, 35 metres in width and have a wall height of 1.6 metres.

The applicant proposes:

- Vehicle access using Restricted Access Vehicles (RAVs) via Aviation Street, Balfour Street and Review Street to Quadrant Street (Great Southern Highway). Previously, the applicant proposed that access/egress between the site and Quadrant Street (Great Southern Highway) was via Aviation Street;
- In peak periods, 6 truck movements (RAVs) in per day and 6 truck movements out per day;
- An internal road network and truck parking areas constructed to a compacted gravel standard, with dust suppression methods (bitumen where appropriate);
- Hours of operation: Monday to Friday, generally 6.00am – 6.00pm, however seasonal hours may vary;
- Noise generated is expected to be no greater than a typical large-scale farming operation;
- Tarping and fumigation of the grain as required; and
- The grain storage facility is expected to employ 3 people for the running of the facility, with the expansion allowing for a further 2 more employees within the Pingelly Transport trucking business.

The proposal is a collaboration between Demeter Grains and Pingelly Transport, where Demeter Grains will develop the storage site (bunkers and hardstand) and Pingelly Transport will operate and manage the storage facility.

The capacity is initially planned at 30,000 tonne of storage with future expansion potential.

Consultation

The Shire administration undertook consultation through inviting public comment on the Development Application for a period of 42 days by writing to adjoining/nearby landowners, along with various government agencies, placing details on the Shire website, having details available at the Shire office and placing a notice in the Pingelly Times.

The Shire received 4 submissions on the Development Application as outlined in Attachment 3. In summary, most submissions raise no objections to the proposal but have provided advice. This included the Department of Primary Industries and Regional Development, the Department of Health and the Shire's Chief Bush Fire Control Officer.

One submission, from a neighbour, raised concerns including:

- Detrimental impact on the amenity of the locality;
- Health risks;
- Dust and noise impacts;
- Traffic impacts;
- Increased rodents; and
- Increased bushfire risks.

These concerns are considered in detail in the comment section below. In accordance with established practice, the Shire sought the applicants' comments to the submissions. The response is attached in Attachment 4.

Main Roads Western Australia have also provided informal comments to the Shire relating to RAVs using Aviation Street and the Aviation Street/Great Southern Highway intersection.

Planning and environmental framework

The site is zoned 'General Agriculture' in the *Shire of Pingelly Local Planning Scheme No. 3 (LPS3)*.

There are a number of policies, guidelines and other documents relevant to the proposal. The application and the site are subject to a range of planning, environmental, bushfire and servicing policies and documents. In summary, the documents require addressing environmental and social impacts, effective natural resource management, addressing risk/safety and seeking to diversify the

local economy. Further details are summarised in the Statutory Environment and Policy Implications sections.

A portion of the property is located within a bush fire prone area as designated by the Fire and Emergency Services Commissioner.

Attachment 5 is an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* which sets out matters to be considered by the local government in assessing a Development Application.

Comment

A) Overview

Following an assessment of the Development Application against the planning and environmental framework, submissions and information provided by the applicant, the Development Application is considered to be generally consistent with LPS3, strategies and policies. It is recommended that Council conditionally approve the Development Application given:

- It is overall consistent with the planning framework;
- The facility is setback approximately 435m from the nearest residence (on No. 1 Naylor Street: Lot 715 on DP 146938);
- The proposal meets minimum prescribed setbacks from property boundaries, site coverage and plot ratio;
- It supports diversifying and growing the local economy and supports job creation;
- There are expected to be manageable environmental impacts given the facility footprint is cleared and appropriate setbacks/buffers can be provided to watercourses;
- There are no objections from other Shire officers/units;
- There is overall community acceptance of the proposal; and
- Development conditions can assist to control the use and management of the operations.

While noting the above, the key issues with the application are outlined in below sections.

B) Vehicle access and road upgrading

RAVs are now proposed to use Aviation Street (northern end only), Balfour Street and Review Street in connecting to Quadrant Street (Great Southern Highway). This is consistent with Action 7.2.1 from the *Pingelly Community Plan 2023 – 2033* which states:

‘Re-route the truck route from Park Street to Balfour and Review Street.’

The proposed development will increase traffic volumes and impacts on local roads, noting the applicant suggests there will be 6 RAVs in per day and 6 RAVs out per day in peak periods. Traffic generation is expected to be comparable with other commercial operations in industrial areas.

Given the traffic impacts, a partnership approach between the applicant and the Shire is proposed. It is proposed the Shire will upgrade Balfour Street (580m) and Aviation Street (240m) to a sealed standard. The estimated cost is approximately \$140,000 for Balfour Street and \$60,000 for Aviation Street. This totals \$200,000. Typically, the applicant is required to pay this cost in its entirety if the upgrade will only benefit the applicant. The upgrade to Balfour Street will provide sealed access to a large portion of the industrial area. The upgrade to Aviation Street provides access predominantly to the subject site. As such, it is considered appropriate that the applicant would contribute for \$60,000 being the cost of the upgrade to Aviation Street. This also aligns with the Main Roads president which typically pays 2/3 with the remaining 1/3 to be paid by others. Discussions with the applicant have taken place. The applicant has requested that their contribution be reduced to \$40,000. This contribution is considered low given the overall cost of the project and contribution by the Shire.

The road upgrades will be constructed over a 2 year period. The formation of the road to a gravel standard will occur in year 1, followed by a period of settling. In year 2, any repairs will be made and the road spray sealed. Any contributions will be paid over 2 years with 2/3 paid in year 1 and 1/3 paid in year 2.

C) Dust

There is a requirement for the applicant/operator to effectively manage dust during construction, ongoing operations of the grain storage facility and on local roads. It is recommended this is addressed through a dust management plan being prepared and implemented as a condition of development approval.

It is noted the proposed bulk storage bins will be approximately 435 metres to the closest residence. The location along with other mitigating measures should assist to reduce dust impacts.

It is expected that dust on the grain storage facility site will be managed through surfacing of the roads with gravel, cracker dust and bitumen where appropriate. A binding agent should be applied when constructing and maintaining the gravel pavement.

It is also suggested there is a need for dust to be managed on unsealed public roads so as not to impact residents. This may require, for instance, traffic speeds of RAVs to be further lowered to minimise dust.

D) Health

It is suggested there is a need to consider dust impacts from trucks on Aviation Street and Balfour Street noting potable water to some residences is collected from the roofs into rainwater tanks.

E) Amenity including noise

Amenity refers to the comfortable enjoyment of life and property, particularly in terms of air quality, noise, lighting and visual appearance.

A neighbour has raised concerns regarding inadequate buffer distances to sensitive uses (dwellings). The nearest neighbouring residence is approximately 435m from the proposed grain storage facility. This distance is from the nearest external edge of the proposed grain storage facility to the dwelling at 1 Naylor Street (Lot 715 on DP146938).

The Environmental Protection Authority's *Guidance Statement No.3 - Separation Distances between Industrial and Sensitive Land Uses* does not specify a separation distance (buffer distance) for grain storage facilities. The closest comparable use is suggested to be grain cleaning (non-milling) which has a buffer distance of 300-500m.

The proposed grain storage facility also need to comply with the standards prescribed under the *Environmental Protection (Noise) Regulations 1997*.

F) Minimising fire risks

The Shire's Chief Bush Fire Control Officer has provided advice which is accepted by the applicant. This includes that a fire unit is located on the grain storage facility site. Accordingly, there is a need to have a trailer mounted firefighting unit on-site, serviceable at all times.

G) Site drainage

Upon review of the application and size of the property, it is suggested that water run-off or drainage can be effectively managed. Detailed drainage considerations can be suitably addressed through a stormwater management plan.

H) Visual impact

Given the facility is distant from the Great Southern Highway, it is suggested there are no visual impacts. It is suggested that open bulk storage is generally accepted in a rural landscape. The facility should not adversely reflect the visual qualities of the area.

I) Rodent management

The applicant advises a comprehensive pest management regime will be followed with a contract and monitoring to be performed by an external service provider. This includes bait stations and regular monitoring,

K) Weed control

The applicant advises that weeds will be managed by tarping the grain. Normal farm weed control practices are proposed onsite including regular spraying to control any weed growth. The applicant is aware of biosecurity considerations on the application site and in the area.

L) On-going management

The responsibility for appropriate on-going management rests with the operator/landowner to ensure the operation does not create inappropriate impacts to adjoining/nearby properties or environmental impacts. Various development conditions are recommended to address amenity.

M) Signage

The applicant proposes a 3 x 3m sign as outlined in Attachment 6. The yellow star indicates the location of the sign. The proposes to read 'DEMETER GRAINS RECEIVAL SITE' with the contact number for the site. The proposed sign is supported.

Statutory Environment

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015, Shire of Pingelly Health Local Law 2003 and Shire of Pingelly Local Planning Scheme No. 3 (LPS3).

The application site is zoned 'General Agriculture' under LPS3. Within this zone, 'industry-rural' is listed as a 'D' use. This means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

The proposal meets the LPS3 definition for Industry-Rural:

"industry – rural" means:

- (a) an industry handling, treating, processing or packing rural products; or
- (b) a workshop servicing plant or equipment used for rural purposes;

Recently, Scheme Amendment No. 6 has been approved by the Minister and the Shire is awaiting gazettal.

The industry-rural definition is currently changing between the long-established definition in LPS3 and that set out in Amendment 6. Amendment 6 proposes a new definition:

"industry – rural" means premises used for an industry that:

- (a) supports and/or is associated with primary production; or
- (b) services plant or equipment used in primary production;

Clause 4.2(f) of LPS3 sets the following objectives of the General Agriculture zone:

- To protect areas of broadacre agricultural significance for sustainable production.
- To encourage processing and value adding industries to be located within the Zone.
- To encourage intensive agriculture where it can be demonstrated that off-site impacts (if any) will not adversely affect existing agricultural activities.
- To protect and enhance rural landscapes.
- To protect the natural environment and biodiversity while ensuring appropriate development opportunities within the Zone are realised.
- To promote the sustainable management of natural resources including energy, water, land, minerals and basic raw materials by preventing land degradation and integrating land and catchment management with land use planning.

Clause 5.20 states the following for the General Agriculture zone:

5.20.1 In assessing applications for development and/or subdivision within the General Agriculture Zone, Council will consider the following:

- a) the availability of services required to support the proposed development or subdivision and the economic impact of the provision of, extension or upgrading of those services that may be required;
- b)
- c) the adequacy of the roads, existing or proposed in the area which may be needed to support the amount of road traffic expected to be generated by the development or subdivision; and
- d)
- e) the need to enforce such conditions as Council deems appropriate in order to minimise any adverse effect the development or subdivision may have on the general environment of the area.

5.20.2 Council may grant approval of up to two dwellings on any lot, provided the lot exceeds 40ha in area, where the land is managed for agricultural production, tourism, or education purposes and where the occupants are engaged in those specified predominant land uses or activities.

5.20.3 The minimum setbacks for dwellings, outbuildings, or any other structure are as indicated in the Development Table - General (Table 2).

5.20.4 Council shall refuse an application for planning approval where in its opinion the proposed development will adversely affect the rural landscape or will adversely impact upon the agricultural use of the land.

Policy Implications

Relevant policy documents include:

- *State Planning Policy 2.5 Rural Planning*
- *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*
- *State Planning Policy 4.1 – Industrial Interface*
- *Rural Planning Guidelines*
- *EPA Separation Distances between Industrial and Sensitive Land Uses*
- *Wheatbelt Regional Planning and Infrastructure Framework*
- *Shire of Pingelly Local Planning Strategy*

Financial Implications

Key financial considerations are additional road maintenance costs, particularly for Aviation Street, Balfour Street and the western section of Review Street.

Council needs to be cognisant of how the increase in grain receival and storage will generate a greater impact on the local road network from a maintenance perspective. This presents a financial impact and poses an increased risk for road safety should the maintenance not be adequately delivered. Although considered relatively modest, given the projected tonnage for this proposed development, the Council should suitably fund maintaining the local road network associated with the facility.

Strategic Implications

7.2 Maintain a safe, efficient road network.

8.1 Create and support opportunities to diversity and grow the economy.

Risk

The proposed grain storage facility does not present any significant risk above what already exists in relation to societal impacts of noise and dust subject to effective on-going management by the operator. It is suggested this approval should require all new internal roads to be effectively managed to assist in dust being kept to a minimum. It is therefore assessed that the risk in relation to this proposal is 'Medium' as reflected in the Risk Matrix below. The proposed works are unlikely to generate any additional noise of consequence.

The applicant could potentially exercise a right of review to the State Administration Tribunal (SAT) should it consider the proposed development has unfairly been assessed and determined or the conditions of approval be onerous and contrary to the statutory planning framework. This is assessed as a low risk.

Based on the above, it is recommended that Council conditionally approve the Development Application. The Council could alternatively choose to defer making a decision on the matter and seek additional information or it may determine to refuse the Development Application.

Risk Framework

Risk:	The key risk arises from the failure to consult with neighbouring properties resulting in complaints. This has been managed through the consultation process.		
Consequence Theme:	Reputational Compliance	Impact:	Minor
Consequence:	Low impact, a small number of complaints. Some temporary non-compliance		
Likelihood Rating:	Possible	Risk Matrix:	Medium (6)
Action Plan:	Risk is acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.		

13458 Cr Clinton Cheney moved, Cr Peter Narducci seconded

Voting Requirements:

Simple Majority required

Council Decision:

That Council grant development approval for a grain storage facility (industry – rural) and sign on Lot 3524 on Deposited Plan 104578 (No. 50) Aviation Street, West Pingelly pursuant to Schedule 2 Clause 68 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, subject to the following conditions, as amended:

- 1. If the development subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.**
- 2. Development of the grain storage facility shall be carried out in accordance with submitted plans subject to addressing development conditions.**
- 3. The capacity is limited to 30,000 tonne storage.**
- 4. Any further use, addition to and/or intensification of any part of the subject development that is not in accordance with the approved application and the Conditions of Approval, and that is not considered minor, shall be subject to a new Development Application and approval for that use, addition and/or intensification.**
- 5. No construction works shall commence on the property prior to 7.00am without the Shire's written approval. No construction works are permitted to be undertaken on Sundays or Public Holidays.**
- 6. The applicant pays the Shire \$28,000 prior to occupation, with payment of \$12,000 prior to 30 August 2025 for the upgrading of Balfour Street.**
- 7. A Dust Management Plan shall be prepared and submitted prior to occupation to the satisfaction of the local government. Suitable dust suppression measures shall be implemented during construction and operation of the grain storage facility to the satisfaction of the local government.**
- 8. All vehicle access, manoeuvring, and parking on Lot 3524 Aviation Street associated with the grain storage facility shall be constructed to a minimum compacted gravel standard (or similar) to the satisfaction of the local government prior to occupation.**
- 9. All trafficable areas within the grain storage facility shall be sign posted to clearly delineate:**
 - Direction for heavy vehicles to the weigh bridge upon entering the site;**
 - Dedicated loading/unloading areas;**
 - Internal vehicle circulation and marked clear ways; and**
 - Dedicated areas for heavy vehicle queuing and parking, and storage of plant/equipment.**
- 10. The applicant to prepare a Stormwater Management Plan to the satisfaction of the local government prior to occupation. The stormwater facilities provided in**

accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.

11. The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of dust, odour, noise, waste product or other impact.
12. The following bushfire management measures are to be suitably addressed to the satisfaction of the local government:
 - Annual inspection (prior to the 1st of November) to determine if up to standard and whether a permit to operate for that grain season can be issued;
 - The site has a 10-metre fire break around the facility, any adjoining pasture (within 50 metres) be kept to a height of 100mm or less, between the 1st of November and the 1st of April, the following year;
 - A trailer mounted firefighting unit shall be provided on-site, and be maintained to serviceable condition at all times;
 - The onsite fire unit, is to be within 30 metres of any loading/unloading of operations and on duty staff be suitably trained as to the use of the fire unit and have been instructed as to what is required of them in the event of a fire; and
 - During Harvest and Vehicle Movement Bans, there are additional requirements including no petrol engines of any sort to be operated.
13. Any lighting device shall be positioned and shielded so as not to cause any direct, reflected or incidental light beyond the property boundaries. Lighting should be designed in accordance with *AS 4282-2019 Control of the Obtrusive Effects of Outdoor Lighting*.
14. A Vermin Management Plan shall be prepared and submitted prior to occupation to the satisfaction of the local government. Following this, the plan to be suitably implemented to the satisfaction of the local government.
15. The applicant to arrange the planting of a continuous double row of native shrubs endemic to the locality along the eastern boundary of the grain storage facility and the southern boundary of the facility to act as a buffer. The planting to occur by 30 September 2025 and then to be suitably maintained to the satisfaction of the local government.

Carried Unanimously 6 votes to 0

For:	Deputy Peter Wood, Cr Bryan Hotham, Cr Clinton Cheney, Cr Karmvir Singh, Cr Peter Narducci and Cr Angela Tretheway
Against:	Nil



Google Earth

Image © 2024 Airbus



DEMETER
GRAINS



Pingelly Grain Storage Facility Outline Proposal

May 2024

Draft Document

Summary

Demeter Grains and Pingelly Transport have committed to the development of a Storage Facility at Pingelly in Western Australia.

PINGELLY TRANSPORT PTY LTD

- Pingelly Transport was established in 1985. It has been owned and operated by Bill and Zoe Moulton since 2017.
- Located at 50 Aviation Street Pingelly (6 years), Pingelly Transport consist of 9 trucks transporting grain, hay, livestock, lime, fertilizer throughout the Wheatbelt and surrounds.
- Pingelly Transport currently employ 8 staff who reside in the Pingelly town site.

DEMETER GRAINS

- Demeter Grains operates a grain cleaning, processing, bagging and containerised packing facility located in the city of Kwinana approx. 27km south of Perth CBD.
- The facility is export registered, Halal Accredited, Feed Safe accredited, HACCP Accredited and licenced for fumigation.
- Demeter Grains has a strong grower network throughout Australia and prides itself on long term relationships.
- Growers benefit from the customer based in which DG has developed through competitive pricing and efficient service.

DEVELOPMENT PROPOSED

- An area of 50 Aviation St Pingelly property owned by Pingelly Transport has been identified as the preferred location.
- The site will consist of up to 60,000t bulkhead storage with industry standard outcomes in cost and efficiency.
- Demeter Grains to **build** the storage facility. Pingelly Transport to **maintain and operate**.
- Capacity initially planned at 30,000t storage with future expansion potential.
- Timing planned for immediate engagement for the development of the land, targeting completion of the construction prior to October 2024 in time for new season oats delivery.
- Three to five (3-5) new employment opportunities to be created within Pingelly.

Layout – 50 Aviation St West Pingelly 6308



Project Details

Project Outline the Pingelly Storage Site will be a collaboration between **Demeter Grains** and **Pingelly Transport**, where Demeter Grains will develop the storage site (developer) (land, bunkers and hardstand) and Pingelly Transport will operate and manage the storage facility (**operator**).

Demeter Grains has worked with Pingelly Transport to identify land adjoining the Pingelly townsite and have had a site plan developed which allows for the efficient flow of trucks around the site.

The site would be modelled on existing grain storage sites, with access and grain filling designed around modern, roadtrain length trucks and high capacity bunker loading auger/bunker fillers with drive over grids (DOGs).

The hardstand would be the priority, which will allow for the bunker walls to be installed as the remainder of the installation is completed.

Bunker walls providing 30,000t of grain storage capacity would be then built.

The project will be designed to maximise the efficient storage of grain.

Pingelly Transport will provide all management and operational support, including providing unloading facilities (auger with DOG at minimum), as well as labour for sampling and managing the facility. They will also provide the fumigation and tarping of the bunkers. Pingelly Transport will be responsible for outturning oats to Demeter on a regular basis throughout the year or as demand dictates.

Employment will be created as Pingelly Transport will look to employ 3 staff members for the running of the facility, with the expansion allowing for a further 2 more employees within Pingelly Transport trucking business.

Traffic Management Plan will involve receiving incoming grain trucks on a weekday basis from late October through to December each year. Trucks will arrive via Great Southern Highway from the North & South before entering the premises via Aviation Street.

Aviation Street is currently RAV permitted for Tandem Drive 4.1 with conditions, Great Southern Highway is permitted Tandem Drive 4.1.

Seasonal Delivery (Oct-Dec)

Aviation Street - Estimated truck usage delivering to facility = 6 truck movements per day

Estimated truck usage leaving facility empty = 6 truck movements per day

Outturn (Jan-Oct)

Aviation Street - Estimated truck usage from facility = 4 truck movements per day.

Pingelly Transport will be responsible for outturn of grain to Demeter Grain, hence outloading would equvalate Pingelly Transports current use of the road.

Project Details - continued

Hours of Operation

Normal basis Monday to Friday 0600-1800. Seasonal hours may vary.

Noise and Dust

Will be managed through surfacing of the roads with gravel, cracker dust and bitumen where appropriate.

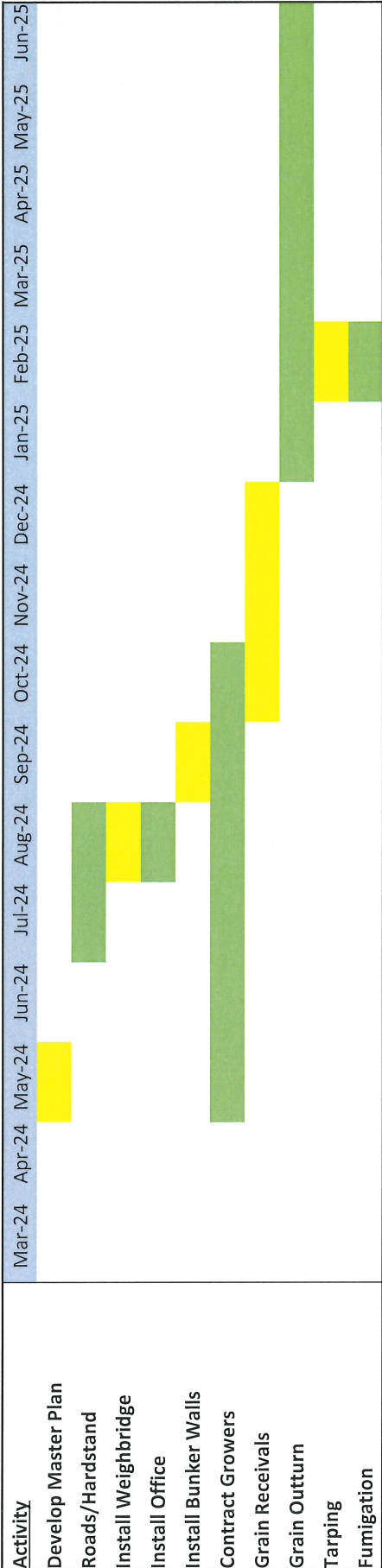
Rodent Management

Comprehensive pest management regime to be followed with contract and monitoring to be performed by external service provider. Bait stations and regular monitoring, with increased activity being matched by increased pest control.

Weed Control

Weeds will be managed by tarping the grain. Normal farm weed control practices onsite will include regular spraying to control any weed growth.

Project Timeline



Action Plan

Strategy	Actions	Measures	Accountable	Timing
Site Selection	Identify and select suitable land	Agreed site	Andrew	May 24
Engage Consultant	Develop project outline and engage consultant to deliver on agreed project.	Consultant engaged	Andrew/Dan	May 24
Develop Site Master Plan	Work with Consultant	Master Plan created.	Andrew/Dan/Ethan	May 24
Contract Civil Construction	Negotiate and contract qualified contractors. Strict timelines.	Contract Contractors	Andrew/Dan	May 24
Contract Weighbridge Suppliers	Agree on preferred weighbridge style and have companies quote.	Preferred weighbridge supplier contracted.	Ethan/Dan	June 24
Contract Bunker Suppliers	Agree on preferred bunker arrangement and have companies quote.	Preferred supplier contracted	Ethan/Dan	June 24
Develop of Site Infrastructure	Transfer and refurbish existing transportable buildings from Hope Valley	Buildings moved to site and refurbished to good standard	Andrew/Ethan	August 24
Maintain grower supply/contract growers	Actively maintain and further develop relationships with oats growers in the Upper Great Southern and South East Region.		Andrew/Ethan	Apr-Nov 24

3:32

4G

facebook.com

51K

1K

17K



Polytex Tarpaulins

Sponsored ·

Wanting to know what size grain bunker you need for your desired capacity? Try out our grain bunker cal... See more

The advertisement features a large background image of a grain storage facility with several large, conical piles of grain covered in white tarpaulins. A blue conveyor belt system is visible in the foreground. Overlaid on the right side of the image is a graphic of the 'Polytex Grain Bunker Calculator' interface. The interface includes a title, input fields for dimensions, a table of calculations, and a diagram of a grain bunker with dimensions. The Polytex logo is also present in the top left corner of the advertisement.

POLYTEX
Protecting Australian Produce

GRAIN BUNKER CALCULATOR

Polytex Grain Bunker Calculator

1. Enter Dimensions (Blue Tarpaulin)

2. Enter Capacity (Tons)

3. Calculate

Dimensions	Capacity (Tons)	Area (m²)	Volume (m³)
Length 100m, Width 50m, Height 2m	1000	5000	10000
Length 150m, Width 75m, Height 3m	2250	11250	22500
Length 200m, Width 100m, Height 4m	4000	20000	40000
Length 250m, Width 125m, Height 5m	6250	31250	62500
Length 300m, Width 150m, Height 6m	9000	45000	90000
Length 350m, Width 175m, Height 7m	12250	61250	122500
Length 400m, Width 200m, Height 8m	16000	80000	160000
Length 450m, Width 225m, Height 9m	20250	101250	202500
Length 500m, Width 250m, Height 10m	25000	125000	250000

POLYTEX
Protecting Australian Produce

What size **grain bunker** do I need?

FORM ON FACEBOOK

Grain Bunker Calculator

[Learn more](#)

1 Aviation Street
Pingelly WA 6308

1 August 2024

Mr Andrew Dover
Chief Executive Officer
Shire of Pingelly
17 Queen Street
PINGELLY WA 6308

Dear Mr Dover,

RE: Development Application – Proposed grain storage facility (industry-rural) – Lot 3524 (No. 50) Aviation Street, West Pingelly

We are writing in regards to our concerns with the proposed grain storage facility. As per the planning scheme No. 3 Part 4.3 Zoning Table - Land Use - General Agriculture – Industry Rural – It is noted that the use is not permitted unless the local government has exercised its discretion by granting planning approval. Pingelly Transport must be very certain about getting this approved considering earthworks have already commenced.

The action plan within the proposal outlines commencing in May 2024 with significant works during July and August, yet the development application was submitted in June I am assuming as we received the letter on 19 June in regards to our comments. How can works commence without development approval?

This proposed grain storage facility will have a significant impact on us as residents living at No. 1 Aviation Street Pingelly. We are the only residents on this street therefore I'm guessing the only real voice.

What will the impact be on us whilst the storage bins are being built? It is a significant build in such a short timeframe. There is no mention of this in the application. Is this not part of the application process and a requirement as part of the planning and approval process?

Noise and dust are large concerns not to mention the increase in potential health risks with grain dust and increased pesticide management. There is the increase of rodents with grain storage and with the continual baiting this will have an impact on wildlife in the area. We have up to 20 different species of birds at our property. Then there is the daily increase in traffic with more road trains and vehicles that will come with installing this grain storage facility. There is also the risk of fire from stored grain.

If a grain storage facility is required in Pingelly why are the grain bins across the railway line not being considered? The facility already exists. Apart from convenience for Pingelly Transport as they will be managing the operations what is the purpose of installing grain storage at the above property?

The development application mentions:

Traffic Management Plan with trucks coming from both north and south of Great Southern Hwy, this has potential to be dangerous for us coming and going from the property. Will Aviation Street be widened to allow for 2 vehicles to go up and down the road at the same time? Trucks need a wider turning circle than a normal vehicle, the intersection at Great Southern Hwy is quite tight for trucks turning out off Aviation Street.

It also notes that Aviation Street is currently RAV permitted for Tandem Drive 4.1 with conditions – what are these conditions? The entrance into Aviation Street off Great Southern Highway gets chewed up now during peak times, with the increase of trucks this is going to have a significant impact on the entrance to Aviation Street. They have already damaged the culverts on Great Southern Highway as the road isn't wide enough for trucks to be turning in and out of Aviation Street.

Seasonal Delivery and Outturn

With the current fleet that Pingelly Transport own and operate plus increasing up to 6 trucks during the seasonal period is a large volume of trucks and vehicles going up and down Aviation Street. No doubt there will also be sub-contractor trucks using the road to move the grain increasing the number of trucks coming and going over and above Pingelly Transport. The weight of these trucks will have a huge impact on the road. I trust that Council is going to bitumen the road to accommodate the volume of large heavy trucks that will be operating out of this facility on a daily basis? As the current gravel road is not suitable for such operations.

Hours of Operation: Normal basis Monday to Friday 0600 – 1800. Seasonal hours may vary. We would like to know what variations to these hours of operation are likely to be? Currently in peak season we have trucks leaving Pingelly Transport premises at around 5am maybe earlier. They also operate on weekends at times. Is this to be the same once the grain storage is installed only more trucks operating at these times and days? Increasing the disturbances whilst we are trying to sleep.

Noise and Dust: Will be managed through surfacing roads with gravel, cracker dust and bitumen where appropriate. This is one of our major concerns with this proposal due to the current situation we are experiencing with just Pingelly Transport operating out of the property, without additional trucks and traffic operating out of these premises as well. Peak season is during the summer months when everything is dry and dusty, particularly gravel roads. Our property is close to Aviation Street, therefore we hear the trucks as they rattle up the road and vehicles as they speed up the road. When the winds are blowing our way, this increases the noise levels not to mention the dust we are showered with.

Since Pingelly Transport has been located at the property we have experienced a significant increase in dust and noise coming from the gravel road. During the summer months the roads are dry and dusty. During the winter months, it's only when the rains come that the dust settles down, however then we end up with muddy surfaces and watery potholes in the road. The road has also become corrugated with continual use from trucks and increased volume of traffic to Pingelly Transport. These corrugations, muddy road surfaces and pot holes have an impact on us as road users. There has also been an increase in noise from the trucks coming and going on the corrugated road, trucks and trailers are noisy when travelling on roads in general without the road being a corrugated gravel road.

As you can appreciate this is not an ideal situation for us as residents at No. 1 Aviation Street, Pingelly.

The increase in dust from the trucks and vehicles has impacted our quality of life. It is rather inconvenient and annoying to be honest, particular when we are in our yard and near our sheds, which is in close proximity to Aviation Street. If a truck is going up or down the road and the wind is blowing our way, which is most times, we are then covered in dust or need to duck out of the path of the dust blowing across our property. The dust travels across to our front verandah.

This issue with the increase of dust has impacted our home with dust now getting inside our house, which was never an issue prior to Pingelly Transport relocating to Aviation Street. This means constant cleaning required to keep on top of the dirt. Our washing (clothes) is impacted as we don't know when trucks will come flying up the road, if the washing is on the line, it is then covered in dust. Our surrounding verandahs, outdoor furniture and items outside are constantly covered in dust. Meaning that we now have to spend significant time cleaning and washing down our home, verandahs, patio blinds and outdoor furniture to enjoy living in our home.

What are the health ramifications for us with this new facility? What about the grain dust that will take place from auguring the grain if the wind is blowing our way, there is potential for this to be inhaled. Moist grain creates mold. Mold spores travel, the health impacts from mold is huge! There is also a higher risk of fire with grain being stored. There is also the increase of pesticide spraying for weed control, as with any grain scattered there is increase in weeds. Pesticides are highly toxic and have health ramifications.

It was disappointing that we were not advised when Pingelly Transport had proposed to operate out of the above-mentioned property some years ago. We purchased our property in 2003 due to the fact that it was isolated and had hardly any traffic and/or disturbances. Since Pingelly Transport have started operating out of their premises this tranquil setting has changed.

We would like our concerns addressed by Council. If this facility goes ahead, we would expect at a minimum that Aviation Street becomes a bitumen surfaced road to standards acceptable for continual use by road trains to reduce dust and noise and ensure the bitumen remains in situ and not constantly being repaired. The width would also need to be factored into this. As currently when traveling on the road with a truck coming in the opposite direction, is it dangerous as in some parts the road is not wide enough and there are road gutters which has potential for an accident.

Yours faithfully

Donna and Trevor Cochrane
1 Aviation Street
Pingelly.



Your Ref: A864/OPA241406
Our Ref: F-AA-90509-1 D-AA-24/127724
Contact: Vic Andrich 9222 2000

Mr Andrew Dover
Chief Executive Officer
Shire of Pingelly
17 Queen Street
PINGELLY WA 6308

Attention: Ms Sheryl Squiers

Via email: sheryl.squiers@pingelly.wa.gov.au

Dear Mr Dover

DEVELOPMENT APPLICATION – PROPOSED GRAIN STORAGE FACILITY – LOT 3524 (#50) AVIATION STREET, WEST PINGELLY

Thank you for your letter of 19 June 2024, requesting comments from the Department of Health (DoH) on the above proposal.

In relation to the management of wastewater, the proponent is to ensure the disposal of the wastewater that is generated on site complies with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974. Should additional staff be required on site the existing wastewater treatment system will need to be upgraded.

All drinking water provided on site must meet the health-related requirements of the Australian Drinking Water Guidelines 2011.

Should you have any queries or require further information please contact Vic Andrich on 9222 2000 or eh.eSubmissions@health.wa.gov.au

Yours sincerely

Mr Peter Gray
**A/EXECUTIVE DIRECTOR
ENVIRONMENTAL HEALTH DIRECTORATE**

23 July 2024



Department of
**Primary Industries and
Regional Development**

Your reference:

A864/OPA241406

Our reference: LUP 1898

Enquiries: Grant Stainer

Andrew Dover
Chief Executive Officer
Shire of Pingelly
17 Queen Street
Pingelly, WA 6308
admin@pingelly.wa.gov.au
sheryl.squiers@pingelly.wa.gov.au

Date: 12 July 2024

Dear Mr Dover,

**A864/OPA241406 – Development application – Proposed grain storage facility
(industry-rural) – Lot 3524 (No. 50) Aviation Street, West Pingelly**

Thank you for inviting the Department of Primary Industries and Regional Development (DPIRD) to comment on the above proposal.

DPIRD does not object to the proposal to build the grain storage facility. DPIRD offers the following comments.

The western edge of the planned facility appears to overlap a tree line. The Department of Water and Environmental Regulation (DWER) administers clearing regulations. If any clearing is proposed, the proponent should contact DWER to obtain the relevant permits.

The mapped soil landscape unit for the proposed location of the facility is the Pingelly 3 Undifferentiated Phase (257Pn_3u), which is described as “Granitic and colluvial slopes with sandy and loamy duplexes and red/brown loams.” This soil is prone to subsurface compaction, which for the purposes of this facility, could be useful. Further information about [the soil landscape unit is available online](#).

Please ensure that future correspondence on land use planning matters is sent to landuse.planning@dpird.wa.gov.au rather than the general enquiries email address, to enable us to attend and respond to it in a timely manner.

444 Albany Highway Albany WA 6330
Telephone 9892 8444 landuse.planning@dpird.wa.gov.au
dpird.wa.gov.au

ABN: 18 951 343 745

For more information, please contact Grant Stainer on 90813 113 or grantley.stainer@dpird.wa.gov.au

Yours sincerely,

A handwritten signature in black ink that reads "Timothy Overheu". The signature is written in a cursive style with a large, stylized 'T' and 'O'.

Tim Overheu

**Acting Director, Agriculture Resource Management Assessment
Sustainability and Biosecurity**

Sheryl Squiers

From: Rod <rodnjen8@bigpond.com>
Sent: Tuesday, 30 July 2024 2:41 PM
To: Sheryl Squiers
Subject: Fwd: Grain facility

Hi Sheryl, this is a copy of the email, that I sent to Brodie, Sam& Jason. We have come up with, what we believe is required, we feel the policy is reasonable & should be applied to the grain facility. Obviously if they don't wish to operate during HVMB's the additional requirements, would not apply.
Regards Rod Shaddick

From: Rod <rodnjen8@bigpond.com>
Date: 22 July 2024 at 8:59:59 PM AWST
To: Brodie Cunningham <sunnyside_farms@hotmail.com>, Sam Macnamara <s.k.macnamara@bigpond.com>, Jason Carrall <Jason.Carrall@dfes.wa.gov.au>
Subject: Grain facility

Hi, with regards to our recommendation's as to the facility operating during HVMB's. As per phone conversation's with you all I think the following should cover what would be appropriate.

Annual inspection (prior to the 1st of November) if up to standard, a permit to operate for that grain season be issued.

The understanding is that the site will be either hot mix or gravel & there be a 10 metre fire break around the facility, any adjoining pasture (within 50 metres) be kept to a height of 100mm or less, between the 1st of November & the 1st of April, the following year. There would be a mobile operational fire unit on site, during the same period.

During HVMB's, there would be some additional requirements, there are to be no petrol engines of any sort operated.

The onsite fire unit, is to be within 30 metres of any loading/ unloading of operations & on duty staff be suitable trained as to use of the fire unit & have been instructed as to what is required of them in the event the is a fire.

I think a recommendation would also be that over time a dam be installed & equipped to provide a water source.

Please comment as to whether I have covered, what we need or if this over the top.

I have told the Shire they would have our policy by the end of July.

Regards Rod Shaddick

From: Pingelly Transport <pingellytransport@gmail.com>
Sent: Tuesday, August 6, 2024 5:28 PM
To: Sheryl Squiers <sheryl.squiers@pingelly.wa.gov.au>
Subject: Re: FW: Submissions

Hi Sheryl,

Thanks for forwarding the information through for comment.

Please see responses to the following:

Rod Shaddick & Fire Control

We have spoken with Rod Shaddick in regards to Fire control.
We believe the proposed plan is reasonable and achievable. More than happy to work with CBFCO and the Pingelly Shire to meet the fire control requirements or further requirements for the facility.

Environmental Health DIRECTORATE

Wastewater onsite has been addressed.

Donna & Trevor Cochran

I would like to address the issues that the residence at 1 Aviation Street have.

In regards to the disruption whilst the "Storage bins" are being built - There will not be storage bins being built (hence the reason for no reference in the development approval). The facility will comprise of 4 open bulkheads laid on Tarps. All construction of the bulk heads will take place within the proposed storage facility site. The process is not a timely construction and is reasonable simple.

The CBH Grain site located within Pingelly is owned by CBH and we personally (Pingelly Transport) have tried multiple avenues to acquire this site for other uses, with no co-operation from CBH.

Please also note this site would not be suitable for the purpose required for the Demeter grains Storage facility.

With regards to traffic management of Aviation Street, Pingelly Transport along with Demeter Grains have been and are willing to work with the shire in ensuring safety for all uses of this road.

I would like to note 1 Aviation Street has (prior to Pingelly Transport re-location) and still does house 5 Heavy vehicles (gvc) who regularly use the road and contribute to all the factors mentioned. Dust / noise / road wear and tear.

The bait we will be using to control rodents is used widely within the farming community of Pingelly, and has minimal impact, if any on the surrounding wildlife.

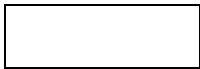
We believe the facility is far enough away from 1 Aviation Street premises that operations within the facility will have no impact to the owners.

I hope these responses have addressed the concerns of the residence.

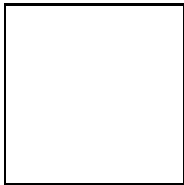
Please feel free to contact us with any further enquiries.

Kind regards,

Bill & Zoe Moulton
Andrew Bolt.



Zoe & Bill Moulton
Pingelly Transport




T: Bill: 0427 961 128 | M: Zoe: 0433 041 264
E: pingellytransport@gmail.com |
W: www.pingellytransport@gmail.com
A :50 Aviation Street, Pingelly 6308

67. Consideration of application by local government

- (1) Development approval cannot be granted on an application for approval of —
 - (a) development that is a class X use in relation to the zone in which the development is located, unless —
 - (i) the development relates to land that is being used for a non-conforming use; and
 - (ii) the local government considers that the proposed use of the land would be less detrimental than the non-conforming use;
 - or
 - (b) development that otherwise does not comply with a requirement of this Scheme, unless —
 - (i) this Scheme gives the local government discretion to waive or vary the requirement or to grant development approval despite non-compliance with the requirement; or
 - (ii) the development is permitted under a provision of this Scheme in relation to non-conforming uses.
- (2) In considering an application for development approval (other than an application on which approval cannot be granted under subclause (1)), the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —
 - (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
 - (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;
 - (c) any approved State planning policy;
 - (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
 - (e) any policy of the Commission;
 - (f) any policy of the State;
 - (fa) any local planning strategy for this Scheme endorsed by the Commission;
 - (g) any local planning policy for the Scheme area;
 - (h) any structure plan or local development plan that relates to the development;
 - (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 - (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
 - (k) the built heritage conservation of any place that is of cultural significance;
 - (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
 - (m) the compatibility of the development with its setting, including —
 - (i) the compatibility of the development with the desired future character of its setting; and

- (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
 - (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
 - (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
 - (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
 - (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
 - (r) the suitability of the land for the development taking into account the possible risk to human health or safety;
 - (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
 - (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
 - (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;
 - (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
 - (w) the history of the site where the development is to be located;
 - (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
 - (y) any submissions received on the application;
 - (za) the comments or submissions received from any authority consulted under clause 66;
 - (zb) any other planning consideration the local government considers appropriate.
- (3) Subclause (1) has effect despite the zoning table for this Scheme.

[Clause 67 amended: SL 2020/252 r. 74.]



Pingelly Transport

This is an aerial satellite map view. A road runs diagonally from the bottom left towards the top left. To the right of the road is a large, rectangular, reddish-brown area, possibly a construction site or a large parking lot. Within this area, there are several white and red structures, including what looks like a large white container or trailer and some red-roofed buildings. To the left of the road, there are some trees and a few small buildings. To the right of the road, there is a large, flat, yellowish-brown field, possibly a cornfield. At the bottom of the image, a horizontal road is labeled 'Aviation St'. A yellow star icon is placed on the road just above 'Aviation St'. The number '36' is visible near the bottom center. In the bottom right corner, there is a small black icon with a white circle inside, likely a map control button.

Aviation St

36

12. REPORTS OF COMMITTEES

12.1. Reports of Committees of Council

- | | |
|------------------------------------|---|
| • Audit & Risk Committee | Full Council |
| • Bush Fire Advisory Committee | Member – Cr Narducci
Deputy – Cr Hotham |
| • CEO Performance Review Committee | Member – Shire President
Member – Deputy President
Member – Cr Cheney
Member – Cr Hotham |

12.2. Reports of Council Delegates on External Committee

- | | |
|--|---|
| • Central Country Zone of WALGA | Delegate – Shire President
Delegate – Deputy President |
| • Hotham-Dale Regional Road Sub-Group | Delegate – Shire President
Deputy – Deputy President |
| • Pingelly Recreation & Cultural Centre Board | Member – Shire President
Deputy – Deputy President |
| • Development Assessment Panel | Delegate – Shire President
Delegate – Cr Narducci
Deputy – Cr Hotham
Deputy – Cr Singh |
| • Pingelly Tourism Group | Delegate – Cr Singh
Deputy – Cr Narducci |
| • Shires of Pingelly and Wandering Joint
Local Emergency Management Committee | Delegate – Shire President
Delegate – Deputy President
Deputy – Cr Cheney |
| • Pingelly Youth Network | Delegate – Cr Narducci
Delegate – Cr Cheney
Deputy – Shire President |
| • Pingelly Early Years Network | Delegate – Shire President
Deputy – Cr Trethewey |
| • Pingelly Community Wellbeing Plan Working Group | Delegate – Shire President
Deputy – Cr Narducci |
| • Pingelly Museum and Historical Group | Delegate – Cr Hotham
Deputy – Cr Singh
Deputy – Cr Trethewey |

13. REPORTS OF COUNCILLORS

13.1. Reports of President

President on Leave for 21 August 2024 Meeting

13.2. Reports of Deputy President

JULY

18th Pingelly Somerset Alliance Meeting

25th Pingelly Transport Sundowner

AUGUST

2nd Local Government Awards at Winthrop Hall

6th Central Country Zone Online Meeting

6th NBN Meeting

16th Central Country Zone Meeting

19th Secondary Grain Freight Network

13.3. Memorials

The Chairman to ask Councillors if there are any memorials to be noted in the minutes.

- Council sends their condolences to the family and friends of Norman Watts. Norman was a loving husband and father, who was well known around the community.
- Council sends their heartfelt condolences to the Noack family, regarding the loss of Aileen Valerie Noack. Aileen was a Higgins family member, and a councillor for The Shire of Pingelly from 2003 - 2005.

13.4. Celebrations

The Chairman to ask Councillors if there are any celebrations to be noted in the minutes.

- Council wishes to acknowledge Ellie Parsons who recently celebrated her 104th Birthday!
- Council wishes to recognise and thank Registered Nurse Elizabeth Francis for the dedicated service that she has provided to the Pingelly Health Centre for the last 28 years. We wish her well in her new employment opportunity at the Narrogin Primary Health and the Narrogin Senior High School. Thank you for your service.
- Council wishes Ellen Cook all the best in her new Adventures at the PRACC. Ellen is recognised for her superb dedication and hard work for the shire of Pingelly over the last years. She will be missed.
- Council shares their congratulations the CEO Andrew Dover for the receiving the LG Distinguished Officer Award.

14. OFFICE OF THE CHIEF EXECUTIVE OFFICER

14.1. IT Disaster Recovery Plan 2024

File Reference:	ADM0617
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Andrew Dover
Disclosure of Interest:	Nil
Attachments:	1. IT Disaster Recovery Plan PINGELLY 2024 (1) [14.1.1 - 25 pages]
Previous Reference:	Nil

Summary

This report provides Council with the opportunity to consider and approve the IT Disaster Recovery Plan 2024.

Background

The IT Disaster Recovery Plan forms part of the Shire's risk management system. The Shire seeks to identify and limit exposure to IT disaster events, and this plan is to provide restoration and continuation of the core IT systems and function when a disaster occurs. The Plan intends to formalise protocols to minimise the impact of the disaster and for business resumption as soon as practicable.

The Executive Management team are committed to policies and practices that prevent, deter and detect IT disasters, but with the complex nature and sophistication of hackers, can only mitigate to recover should an attack take place.

The Western Australian Auditor-General has recommended all Councils review plans, controls and policies that address the risk related to the IT framework.

Comment

The development of an IT Disaster Recovery Plan whilst not a statutory requirement, demonstrates to all stakeholders that Council and the Shire takes such an attack seriously, including the requirement under the *Local Government (Financial Management) Regulations 1996* to establish efficient systems and procedures to prevent fraud and corruption. This includes the consideration of a disaster occurring and recovery from it.

Consultation

CEO
Executive Manager Works
Executive Manager Corporate Services
Director JH Computer Services

Statutory Environment

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Regulation 5:

- (1) *Efficient systems and procedures are to be established by the CEO of a local government–*
- (a) for the proper collection of all money owing to the local government; and*
 - (b) for the safe custody and security of all money collected or held by the local government; and*
 - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) to ensure proper accounting for municipal or trust –*
 - (i) revenue received or receivable; and*
 - (ii) expenses paid or payable; and*

- (iii) assets and liabilities; and
 (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and
 (f) for the maintenance of payroll, stock control and costing records; and
 (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.

Policy Implications

There are no policy implications associated with this report.

Financial Implications

There are no financial implications evident at this time.

Strategic Implications

10.1 Provide strong, effective, and accountable leadership.

10.2 Govern Shire finances, assets, and operations responsibly.

Risk Framework

Risk:	That fraud or corruption may have greater opportunity to occur without vigilance and scrutiny.		
Consequence Theme:	Financial, Reputational	Impact:	Minor
Consequence:	Low impact, a small number of complaints. Some temporary non-compliance		
Likelihood Rating:	Possible	Risk Matrix:	Moderate (6)
Action Plan:	Risk is acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.		

13459 Cr Peter Narducci moved, Cr Bryan Hotham seconded

Voting Requirements:

Simple Majority required

Recommendation and Council Decision:

That Council adopt the attached IT Disaster Recovery Plan 2024.

Carried Unanimously 6 votes to 0

For:	Deputy Peter Wood, Cr Bryan Hotham, Cr Clinton Cheney, Cr Karmvir Singh, Cr Peter Narducci and Cr Angela Tretheway
Against:	Nil

IT DISASTER RECOVERY PLAN

July 2024

Version History

Revision	Date	Name
1 - initial	1/7/2024	Tim Sargent JH Computer Services
2 – final	14/08/2024	Executive Team
3 - adopted	21/08/2024	Council

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1 Activation of this Plan

To activate this plan in the event of a disaster, turn to **PART SIX (Procedures)**

1.1 Authority to Activate this Plan

The Chief Executive Officer (CEO) has the exclusive authority to activate this Plan by process of declaring a disaster.

If the CEO is unavailable, the Executive Manager Corporate Services (EMCS) may also declare an IT disaster.

Key trigger issues that may lead to activation of the Plan are:

- Total loss of all communications
- Total loss of power
- Flooding of the premises
- Loss of a building
- Data Breach
- Any Corrupted/encrypted files found
- Disgruntled employee causing deliberate damage

2 Overview and Scope

2.1 Overview

A disaster is an event that significantly reduces the ability for Shire of Pingelly (the Shire) to provide normal services to its clients. Typically, an outage to the core IT systems of the Shire exceeding 24 hours is deemed to be a disaster.

This Plan details the communications structure, roles and responsibilities of the Crisis Management Team (CMT).

The CMT is responsible for managing the rapid and orderly resumption of core systems to the Shire in the event of a disaster. Consequently, the members of the CMT must have the appropriate authority and skills to accomplish their assigned tasks.

IT hardware and software problems, while they might in some instances be significant, will be resolved through normal problem resolution methods. Typical disasters involve an unscheduled event that causes the primary site to be inaccessible for an indefinite period of time. A disaster declaration begins the formal disaster recovery process outlined in this document.

2.2 Aim

The aim of this Plan is to set out the mitigation, preparation, warning, response and business continuity arrangements for the core IT systems of the Shire which are supported by JH Computer Services (JHCS), 26 Hardy Street, South Perth WA 6151.

As described in Section 5.3, continual review and change of this Plan will occur annually – or with significant business change - with the aim of improving existing resilience against damage to the business in the event of an actual disaster or outage.

2.3 Objectives

The objective of this Plan is to provide restoration and continuation of the core IT systems for the Shire when a disaster occurs. This is accomplished by developing and maintaining a detailed IT Disaster Recovery Plan (DRP) that will organise and govern disaster recovery operations.

The DRP must:

- Provide the information and procedures necessary to;
 - respond to an occurrence;
 - notify personnel;
 - assemble recovery teams;
 - recover data; and
 - resume functions at the current or alternate site as soon as possible after a disaster has been declared.
- Create a disaster recovery structure detailed enough to provide guidance to all interrelated groups, yet flexible enough to allow Shire staff and teams to respond to whatever type of disaster may occur.
- Identify those activities necessary to resume full services at the reconstructed disaster site or new permanent facility.
- Establish a return to “business as usual” environment.

NOTE: Availability of backup data is critical to the success of disaster recovery. Backup and restore processes that include scheduling data management, off-site storage and data restorations are day-to-day processes covered in operating procedure manuals.

Good practices are assumed, as are the availability of backup media that can be readily restored.

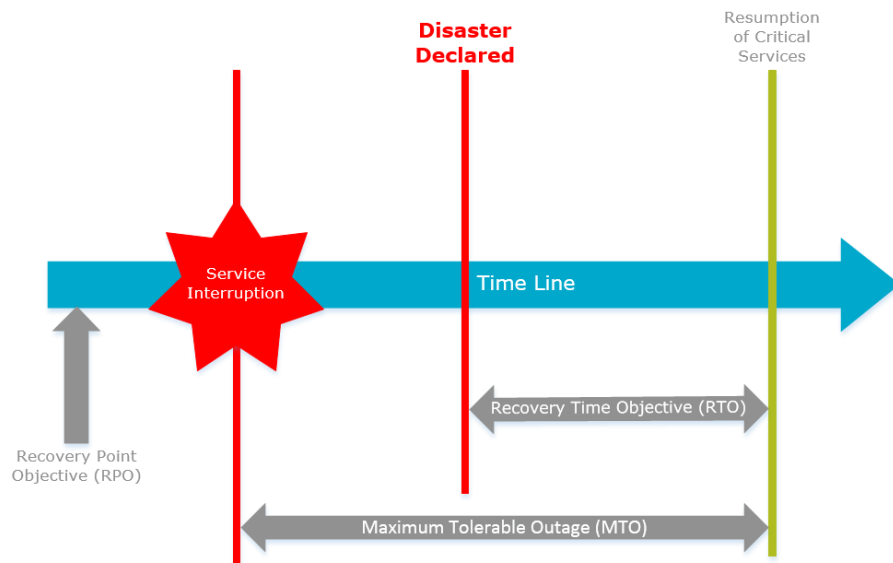
2.4 Recovery Time Frames

The following information forms part of the Shire of Pingelly Business Continuity Plan.

- **Low Impact Disasters.** Low impact disasters include those that will affect a small number of business operations, have a maximum downtime of 10 hours, and have no effect on the Shire Administration Building. At worst, the impact of such a disaster could affect a small aspect of all business functions, for example the loss of access to a software application resulting from a computer virus or human error, or the loss of telephone services throughout the Administration and other strategic Shire buildings. When such a disaster occurs, priority will be set at restoring the affected area, implementing any manual procedures that may replace the electronic processes and recovering any lost data.
- **Medium Impact Disasters.** Medium impact disasters affect most business operations, have a maximum downtime of up to 24 hours but generally have no impact on the Shire’s general operations. At worst, these disasters can hamper business functions and cause significant disruptions to daily operations and tasks. The BIA shows that the above disasters are capable of causing power outages, structural damage or equipment loss/damage. More specifically, if any of these disasters were to fall upon the server room, a complete network failure is estimated to be the most likely outcome, impacting the operations of all departments. In this instance the recovery of data would involve the replacement of all damaged/lost equipment (network servers, printers, PCs and so forth), as well as the restoration of data from backup sources. Priority would be placed on network servers in order to restore the IT network as

soon as possible. The spare server would take around 48 hours to commission.

- **High Impact Disasters.** High impact disasters will affect most, if not all business operations, generally have a maximum downtime of up to 5 days, and will require the relocation of staff to the Crisis Centre. In the event of a high impact disaster JHCS will ensure the Shire's IT systems are brought back on-line as soon as practicable in order to maintain process continuity and service delivery. The distinguishing factor between a medium impact disaster and a high impact disaster is its effect on the Shire Administration Centre. A fire may completely destroy the building and all of its contents, including vital records and equipment and in the worst possible scenario, even cause injury or death. Floods and severe storms also have the ability to significantly damage or destroy vital records and equipment. In the event of a high impact disaster, the DRP will be actioned to its full extent, with priority being placed on the relocation of staff and resources to the Crisis Centre and the restoration of all critical business functions.
- **Maximum Tolerable Outage (MTO).** The maximum tolerable outage is the amount of time the Shire's critical business functions may be unavailable before business operations are severely impacted. The MTO encompasses all activities from point of impact to point of recovery completion (as described in Section 5.1).
- **Recovery Time Objective (RTO).** The recovery time objective is the time taken to recover the in-scope services for the Shire, from disaster declaration to business as usual.
- **Recovery Point Objective (RPO).** The recovery point objective is the point from which recovery of lost data must take place.



2.4.1 Flood Disaster Recovery

Event	Site destroyed by flood
Mitigation	Offsite backup replication to private cloud
What to do	Servers activated in the cloud and vpn connectivity to remote users
Expected Downtime	2 business days

2.4.2 Fire Disaster Recovery

Event	Site destroyed by fire
Mitigation	Offsite backup replication to private cloud

What to do	Servers activated in the cloud and vpn connectivity to remote users
Expected Downtime	2 business days

2.4.3 Act of Sabotage

Event	Disgruntled employee destroys data
Mitigation	Regular server backups
What to do	Restore from onsite backups
Expected Downtime	Within the hour – up to 1 business day (depending on act)

2.4.4 Data Breach

Event	Data breach such as ransomware
Mitigation	Active monitoring of servers and 365 tenancy for ransomware activity via cyber security products
What to do	Gateway Disable outbound traffic, full virus scan of every device and full restore of servers from backup
Expected Downtime	Within the hour – up to 1 business day

2.4.5 Critical IT Business Function Recovery Time Objectives

Service Area	Function	Recovery Time Objective (days)
Finance	Accounts Payable	5
Finance	Accounts Receivable	10
Finance	Banking and Taxation	1
Finance	Licensing	3
Finance	Payroll	1
Customer Service	Customer complaints	3
Customer Service	Customer enquiries	3
Records	Records management	3
Records	Cemetery reservations and interments	5
Records	Incoming mail	3
Insurance	Insurance management and claims	3
Media & Communications	Communications and media management	1
Media & Communications	Website management and maintenance	3
Governance	Elected member liaison and support	1

2.5 Scope of Recovery

The purpose of this Plan is to address a significant outage of the core IT infrastructure at the Shire and will therefore only cover Information Communication Technology (ICT) Services.

2.5.1 Exclusions

- This DRP does not address the recovery of non-IT related Shire business operations during a disaster, such as manual fallback procedures, and/or resynchronisation of business processes. Responsibility for this resides within the relevant groups within the Shire.
- Any development or test environments.
- All standard exclusions, such as Core Application maintenance & telecommunication maintenance.

2.5.2 Recovery Validation

- Post-recovery, system health checks are performed by JHCS.
- Validation checks are performed by JHCS.

2.5.3 General Exclusions

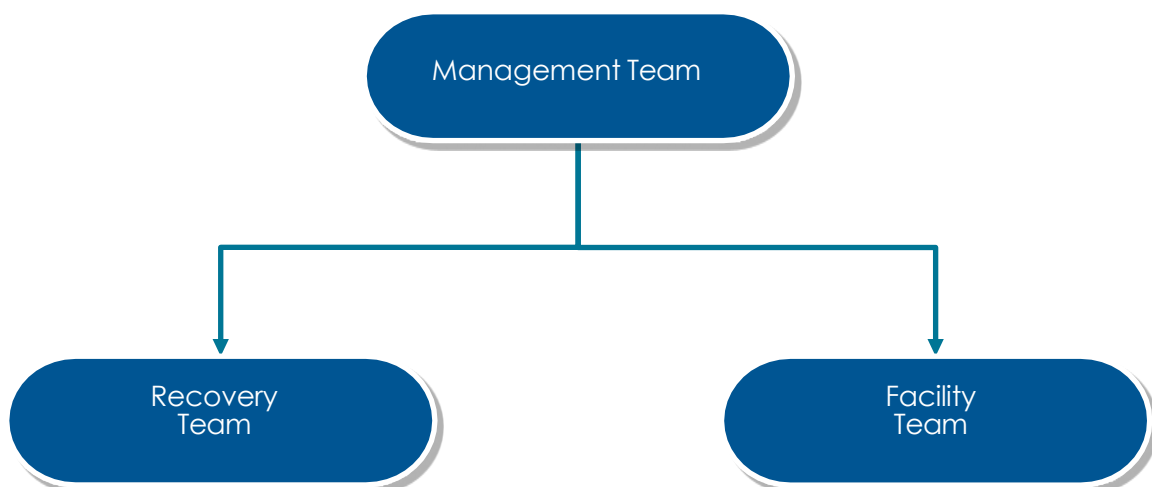
- A disaster of such magnitude that there are not enough personnel to resource the recovery in order to meet the Shire's objectives.

3 Organisation

3.1 The Crisis Management Team

The Crisis Management Team (CMT) includes three (3) sub-teams responsible for the successful execution of the IT DRP. These teams are:

- **The Management Team** – responsible for managing the recovery, and communicating with vendors, key clients, stakeholders and the Shire senior management. This Team is also responsible for the on-going recovery program and for keeping this Plan current during a disaster.
- **The Recovery Team** – responsible for restoring computer services at alternate facilities (if required). The Recovery Team will also restore computer service at the restored original facilities (if available).
- **The Facility Team** – responsible for damage assessment, damage mitigation, salvage, and the physical restoration of the office environment.

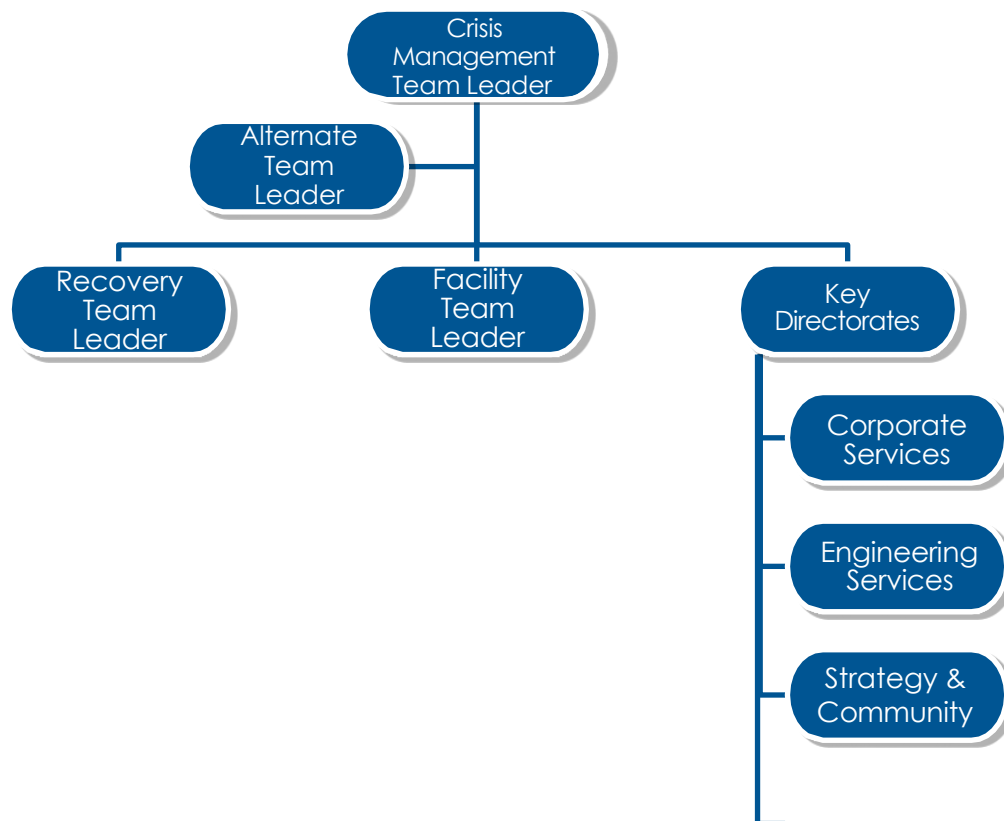


3.2 The Management Team

The Management Team is responsible for deciding on the course of action and coordinating all activities during the recovery period. The table below shows the kinds of skills and authority levels needed for Management Team membership.

Use this table to determine team membership assignments. One person could have more than one of the responsibilities. For example, the Management Team Leader often has authority for public relations and financial authority.

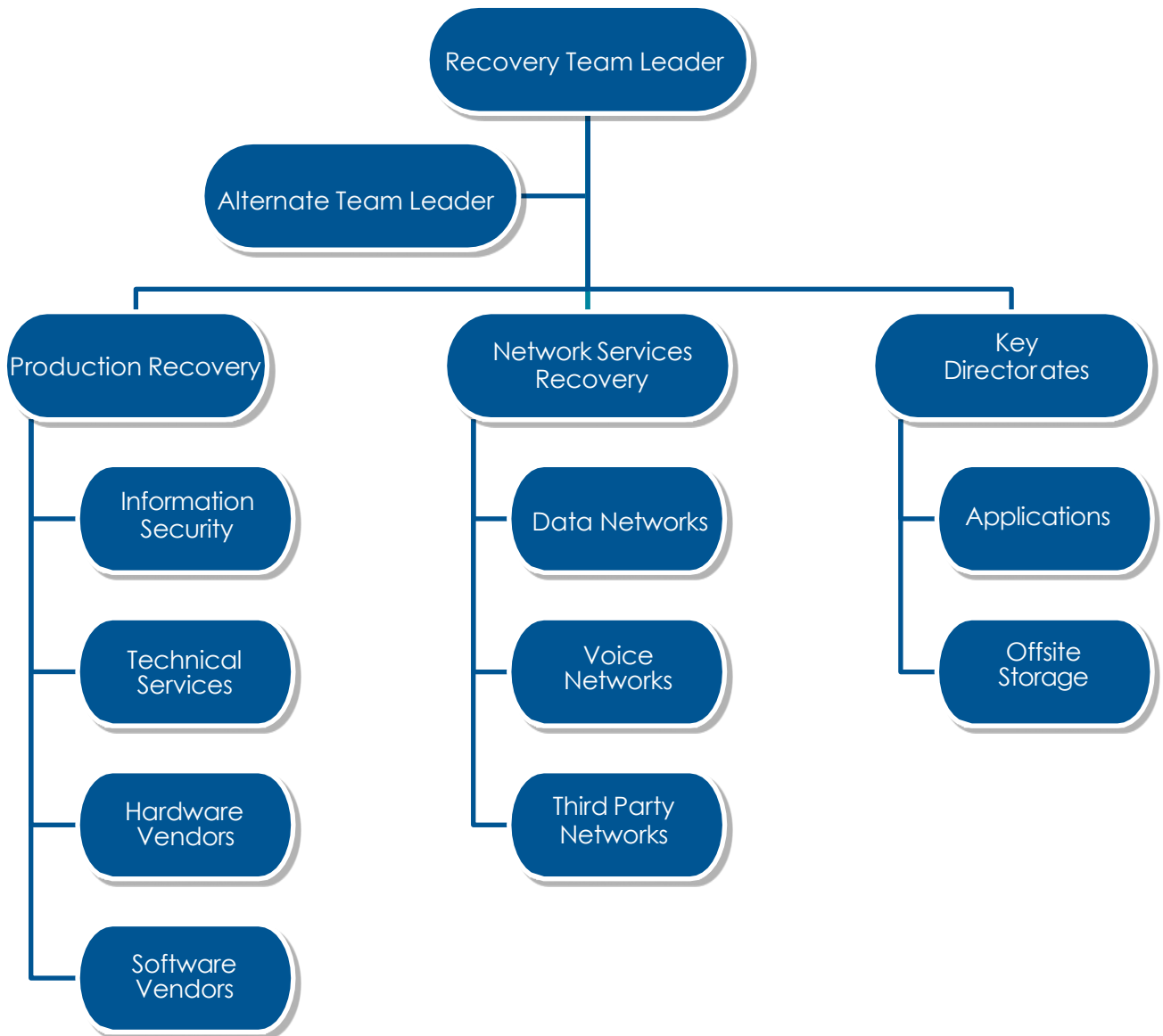
Refer to Section 4.1 for details on Management Team members, roles and responsibilities.



3.3 The Recovery Team

The purpose of the Recovery Team is to establish operations at an alternate-processing site or restore services at the disaster effected site.

Refer to Section 4.2 for details on Recovery Team members, roles and responsibilities.

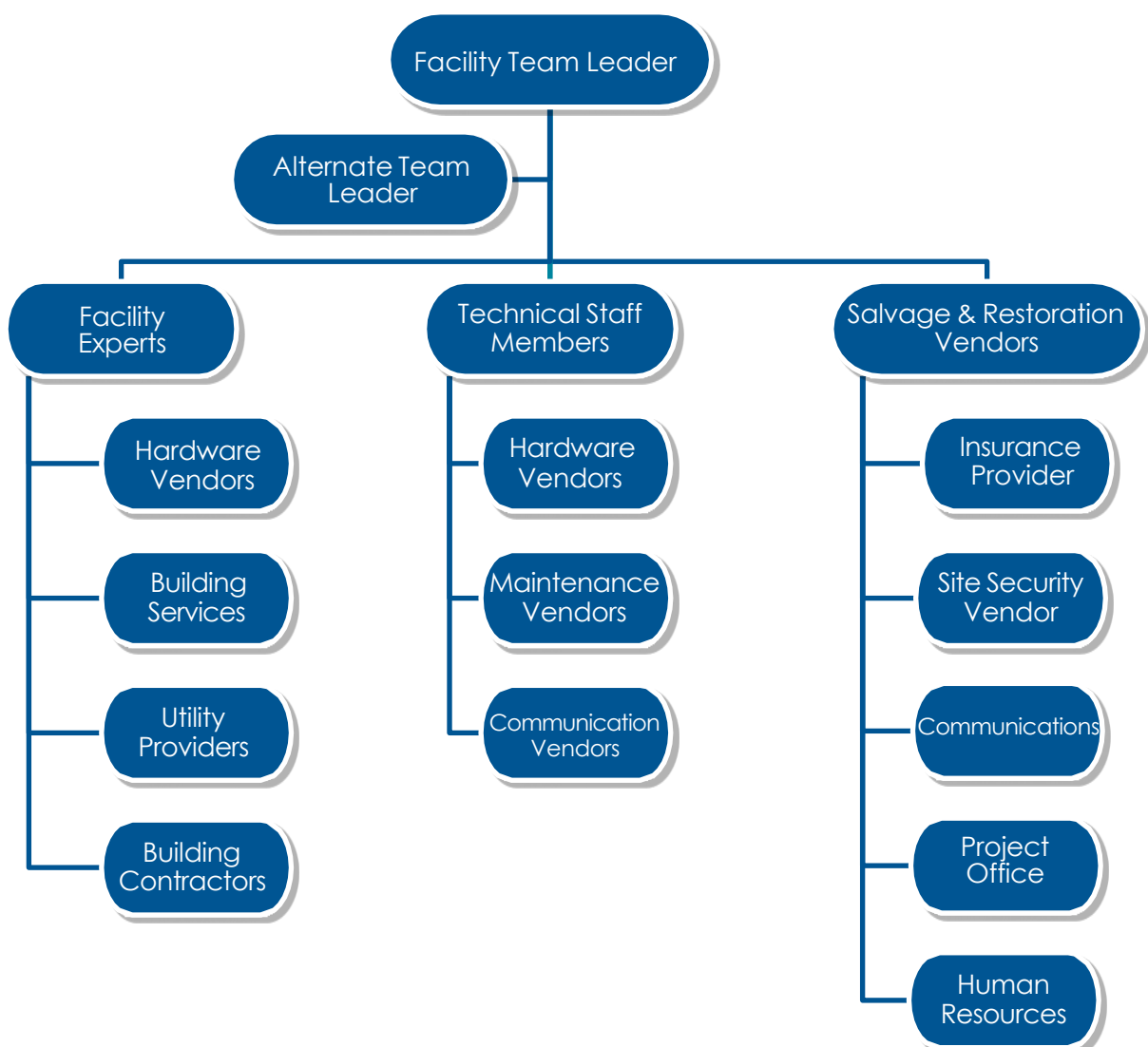


3.4 The Facility Team

The purpose of this Team is to secure, salvage, and restore the Shire office location to operational status as quickly as possible. The Team may also be needed to prepare an alternate facility for occupation. The skills required of team members include knowledge of computing and network hardware. The Facility Team leader is also a member of the Management Team. The table below shows the kind of skills and authority levels needed for Facility Team membership.

The Facility Team is tasked with conducting an in-depth damage assessment with recommendations to management on required repair or restoration activities. Concurrent with performing their evaluation procedures, members are responsible for initiating and monitoring recovery tasks assigned to their functional areas. Each team has its own chapter of detailed instructions later in this Plan.

Refer to Section 4.3 for details on Facility Team members, roles and responsibilities.



4 Roles and Responsibilities

4.1 Management Team

Management Team membership, roles and responsibilities are summarised in the table below.

Team Member	Role/Responsibility
Crisis Management Team Leader	CEO/ Executive Manager to oversee recovery. Authority to declare a disaster.
Alternate Crisis Management Team Leader	Full authority to act if Team Leader is not available.
Facility Team Leader	Oversee facility, security, damage assessment, salvage and reconstruction.
Recovery Team Leader	Knowledge of computer operations, systems & networks.
Communications	Authority to speak for the organisation.
Human Resources	Knowledge and authority to make Human Resources decisions.
Finance	Authority to spend the amounts required to fund recovery in the first days.

4.2 Recovery Team

Recovery Team membership, roles and responsibilities are summarised in the table below.

Team Member	Role/Responsibility
Recovery Team Leader	Internal IT resources - knowledge of computer operations, systems, etc. <ul style="list-style-type: none">• Request/Retrieve the off-site backup data• Establish the command centre, as described in section 5.6.• Advise staff at alternate sites of a disaster alert prior to a disaster being declared.• Advise staff at alternate sites of a declared disaster.• Advise staff at alternate sites of a stand down from alert if recovery is not to be affected at the site or the disaster is not declared.• Liaise with site management and personnel.
Alternate Team Leader	Full authority to act if Team Leader is not available.
Production Operations Recovery:	Restore IT operations, print services and IT security services.
Network Services Recovery - Data: Network Services Recovery - Voice:	Aid in the recovery of voice and data network infrastructure. Includes recovery of hardware components, connectivity to the recovery site and recovery of critical network software. Liaison with relevant telephony vendor(s).
Server Recovery:	Aid in the recovery of critical servers and applications. Liaison with relevant application vendor(s).

4.3 Facility Team

Facility Team membership, roles and responsibilities are summarised in the table below.

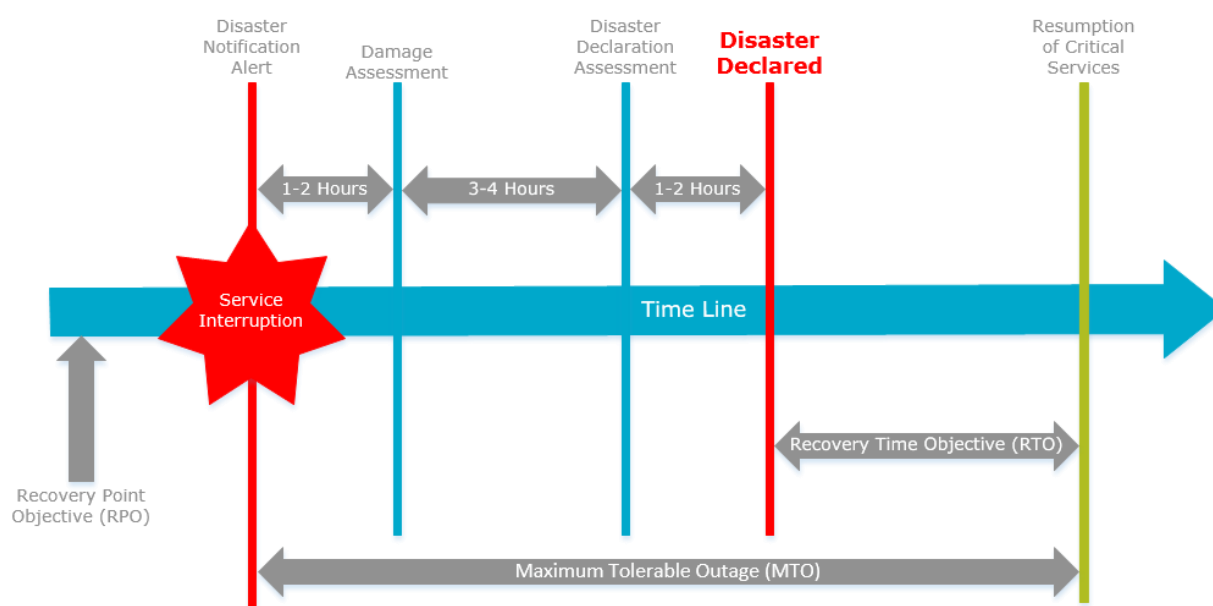
Team Member	Role/Responsibility
Facility Team Leader	Authority and knowledge to deal with damage assessment, damage mitigation, salvage, restoration, alternate site installation, etc.
Alt. Facility Team Leader	Authority and knowledge to act in place of the team leader.
Hardware Experts:	As required, depending upon the situation. Liaison with 3 rd party hardware vendors.
Technical Staff Members:	Will be sourced from JHCS to assist with salvage, restoration, etc.

5 Processes

5.1 Recovery Strategy

Following the occurrence of a suspected disaster, there are **three** processes that will take place prior to the activation of the actual recovery process:

- **Disaster Alert Notification** – to notify CMT members, recovery teams, and the offsite media storage provider (JHCS) that a disaster may have occurred or is evolving.
- **Damage Assessment** – to ascertain whether a disaster has occurred, assess the extent of the damage and to assemble the recovery teams if necessary.
- **Disaster Declaration Assessment** – to ascertain if the predetermined Maximum Tolerable Outage is likely to be exceeded and that invoking the IT DRP and its associated procedures is necessary.



If there is a major incident where the damage is not widespread and the Shire is not seriously affected, it may not be obvious to the person(s) who detected such an incident whether it

constitutes a disaster, especially when the damage is confined and local. Where possible, it is expected that the usual problem management procedures be followed in dealing with such incidents.

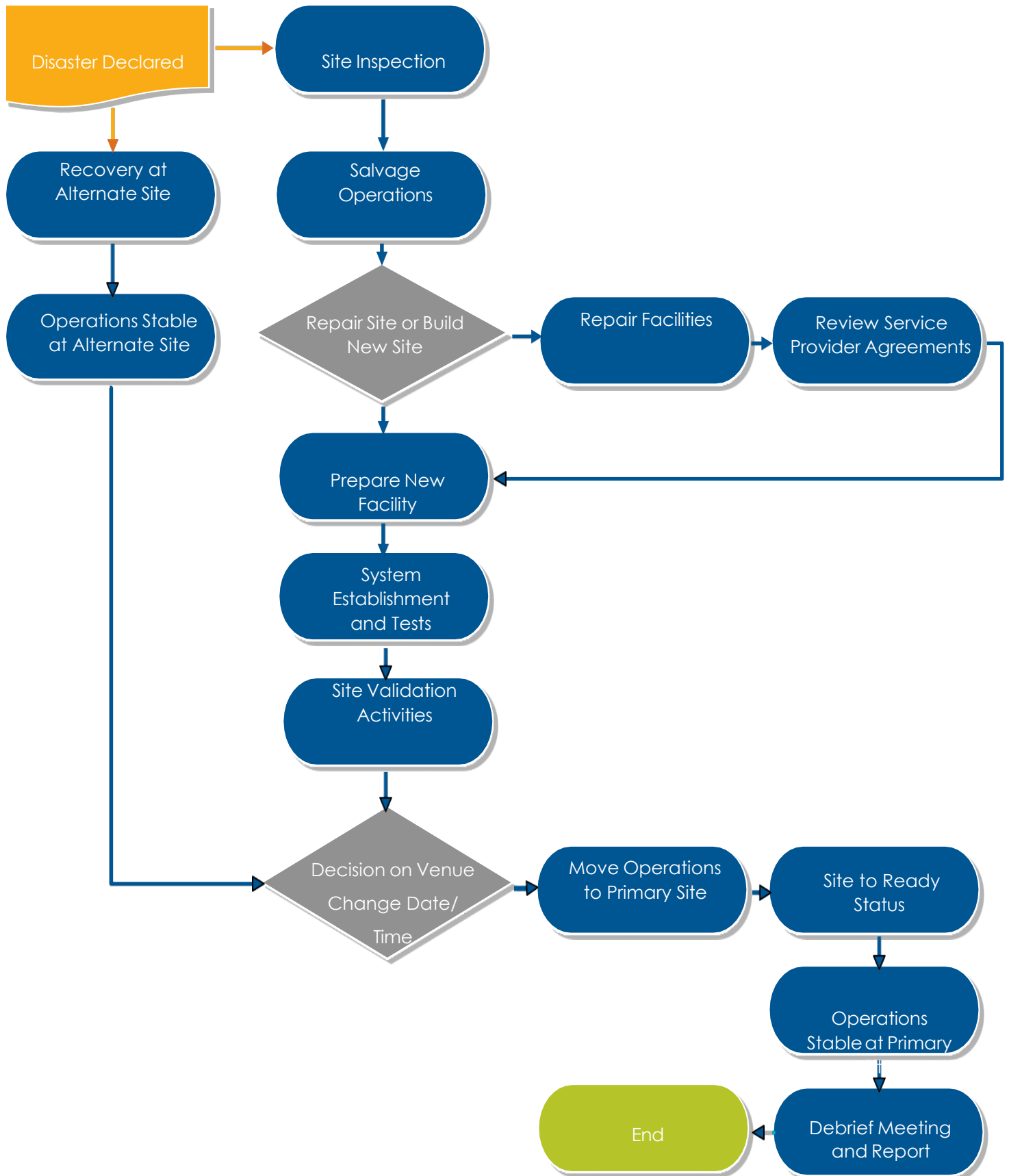
5.2 Business Resumption

This section provides the approach to restoring the Shire's disaster site or establishing a new office location. The extent and timing of the recovery activities will vary depending upon the nature of the disaster. These activities will need to be coordinated and planned as a parallel stream to establish stable operations at the recovery site. Detailed activities are contained in the Procedures section of this document.

The decision concerning the approach to re-establishing the Shire site and secondary sites should be made as soon as practically possible after a disaster occurs. This allows all the affected areas to adapt their procedures and staffing according to the expected length of the outage. The alternatives to be considered are:

1. The Shire of Pingelly Administration Office location is to be restored to original operating status. This will require the establishment of technical infrastructure according to current requirements and specifications.
2. The Shire of Pingelly Administration Office location is to be upgraded to preferred level of operating status. This will require:
 - establishment of new technical infrastructure according to revised requirements.
 - establishment of new facilities and services according to revised requirements.
3. A new office location is chosen. This will require:
 - assessment and risk analysis of the new site for suitability.
 - amended arrangements with JHCS to be established.
 - establishment of new technical infrastructure according to current requirements and specifications.
4. A secondary site is to become the new operations site. This will require:
 - assessment and risk analysis of the secondary site for suitability.
 - secondary site to be established.
 - communications, floor space and other facilities to be upgraded to be commensurate with the original operations site.
 - establishment of new technical infrastructure according to current requirements and specifications.
 - new arrangements with JHCS to be established.

5.3 Business Resumption Process



5.4 Debriefing

Prior to closure of a disaster situation and standing down of the Crisis Management Teams, a debriefing of all participants should be conducted. A debriefing will ensure that:

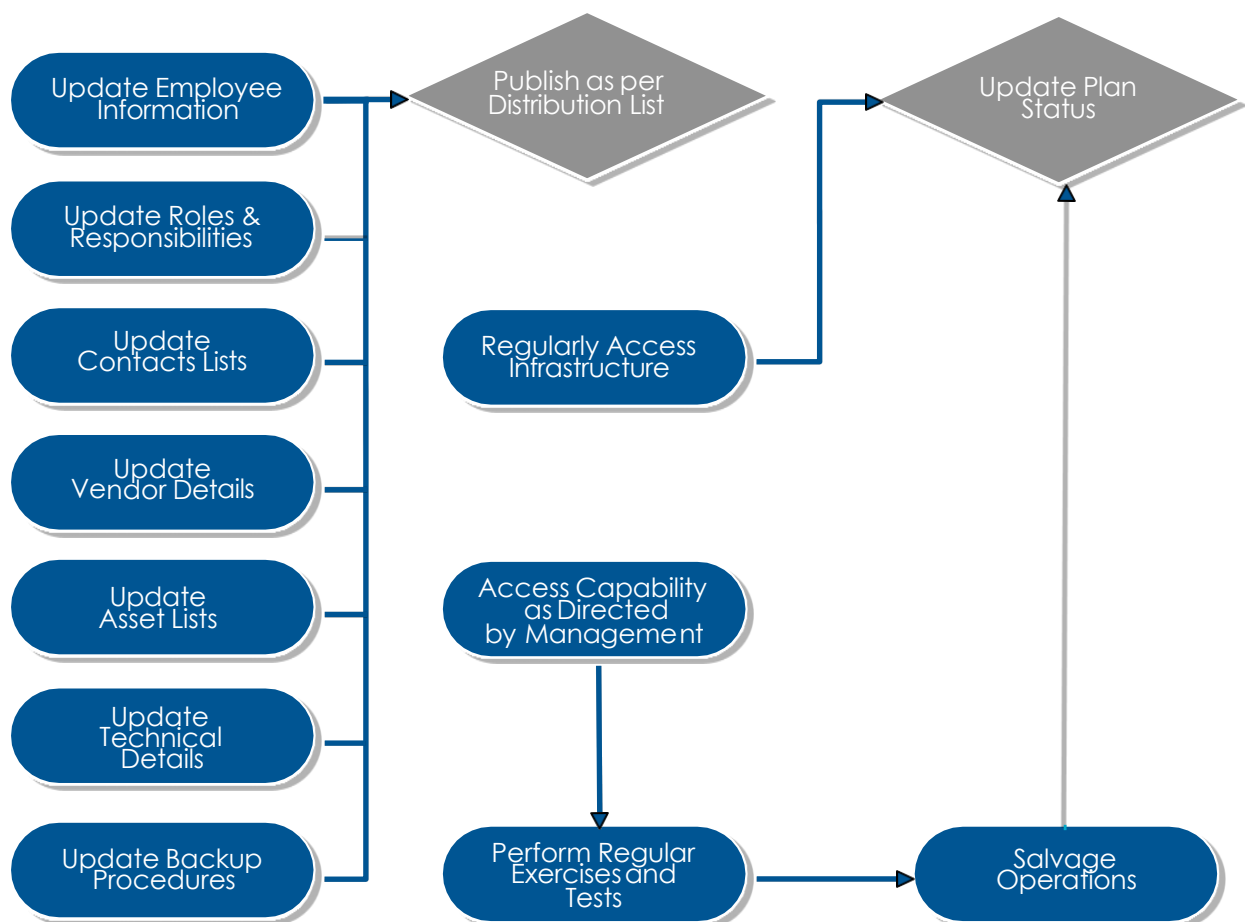
- all required recovery and normal business resumption tasks have been performed.
- ongoing system, business and client impacts are being addressed.
- the Shire can ascertain and understand the cause, nature and impact of the disaster on the organisation.

- financial impacts are clearly identified and documented for insurance claims.
- lessons learned are clearly identified and incorporated into a knowledge database for future IT DRP development and disaster management.
- deficiencies in the current process are clearly identified to allow projects to be established to rectify or mitigate them.

A report should be produced covering the above-mentioned aspects. This should be contained in a central knowledge register with lessons learned incorporated into new IT DR Plans.

5.5 Maintain IT DR Plan Documentation

The IT DRP will be updated annually, or when significant business change occurs, and should be maintained as illustrated in the chart below.

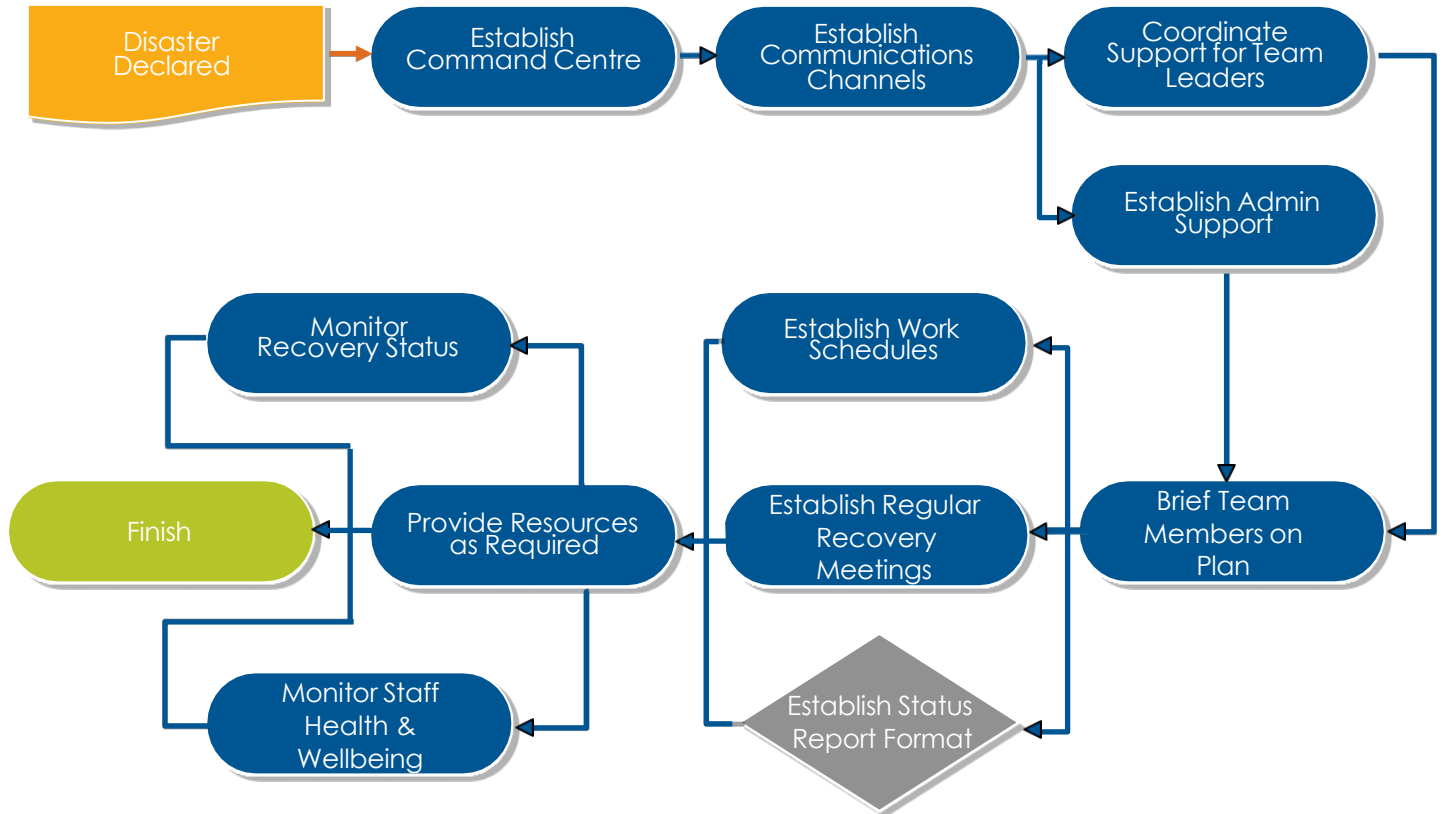


On an on-going basis, JHCS will:

- periodically assess the conditions, status, capabilities and availability of backup computers, PCs, LAN, telecommunication configurations, and the Shire's facilities.
- perform special studies requested by the Management Team to improve the efficiency of equipment and recovery procedures.
- prepare periodic status reports for the Management Team.
- coordinate business recovery tests and prepare test results and recommendations for plan improvement.
- maintain and distribute this Plan.

5.6 Command Centre Operations

The Command Centre will be the physical office that will be used in the event of a major disaster, the place where staff and stakeholders will first gather to establish the direction for dealing with the disaster at hand. Setting up and operating the Command Centre is the responsibility of the Management Team Leader, with activities as shown in the figure below.

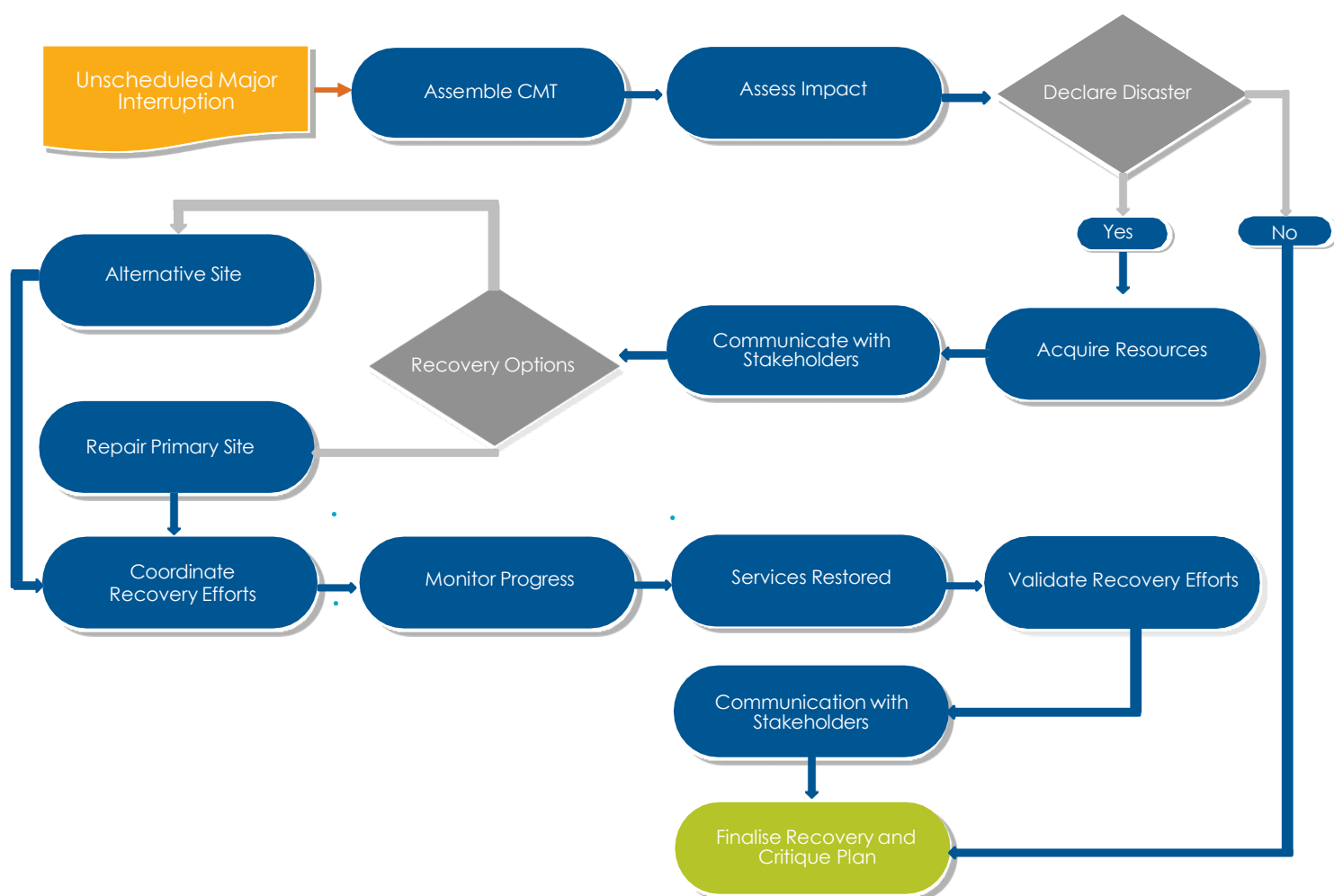


6 Procedures

6.1 Management Team

6.1.1 Management Team Actions Overview

The Management Team is responsible for the entire disaster recovery process; from when the Team is established until all services have been returned to the office location or new location. The Management Team Leader or delegate, with input from relevant key personnel, has the exclusive authority to declare a Disaster and consequently activate this Plan.



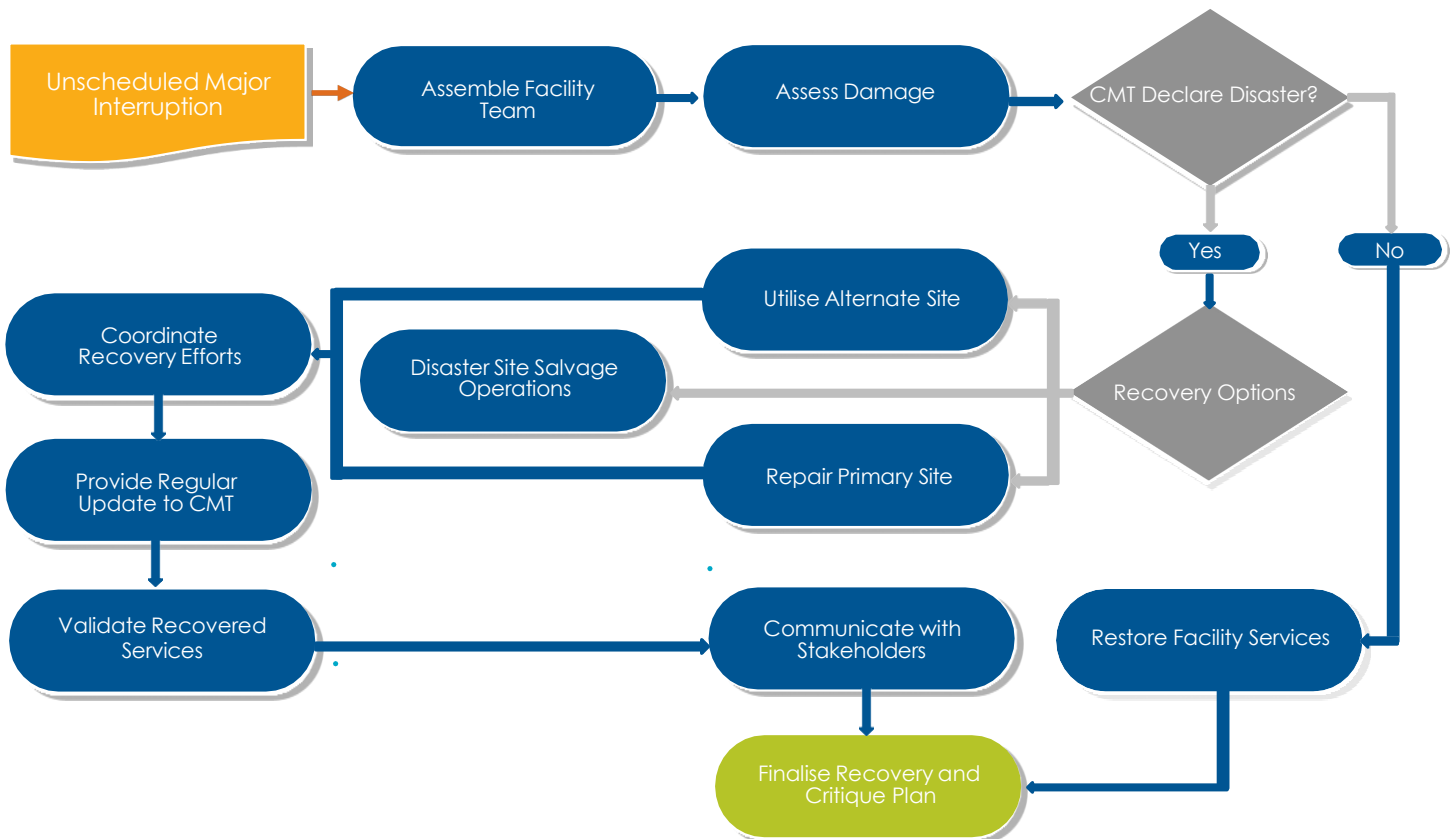
6.1.2 Management Team Actions

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Assemble key staff	Management Team Leader				
2	Assess Damage	Facility Team				
3	Decide whether to declare a disaster or not. If YES, go to Step 7.	Management Team Leader				
4	Restore functions at Shire of Pingelly office location	Each Team Leader				
5	Debrief of the recovery	Management Team Leader				
6	Finish	If Disaster alert is stood down				
7	DECLARE A DISASTER - Initiate recovery to alternate site	Authorised individuals named in the Management Team				
8	Communicate with groups and coordinate recovery	Management Team Leader				
9	Acquire equipment and supplies	All Teams				
10	Build new or rebuild office location	All Teams				
11	Monitor progress	Management Team Leader				
12	Move to new or rebuilt office location	All Teams				
13	Discontinue use of alternate site	Management Team Leader				
14	Debrief of event (Assess plan)	Management Team Leader				

6.2 Facility Team

6.2.1 Facility Team Actions Overview

Prior to activating the Facility Team, the designated Facility Team leader should remain close to the scene of the disaster to help direct Emergency Services personnel. If evacuation is necessary, all personnel should immediately proceed to the pre-determined location, well clear of the building. A head count must be taken there to ensure that no one has been left behind, including visitors, contractors, etc. If there have been any injuries, immediately identify those people who can offer medical help, such as first aid.



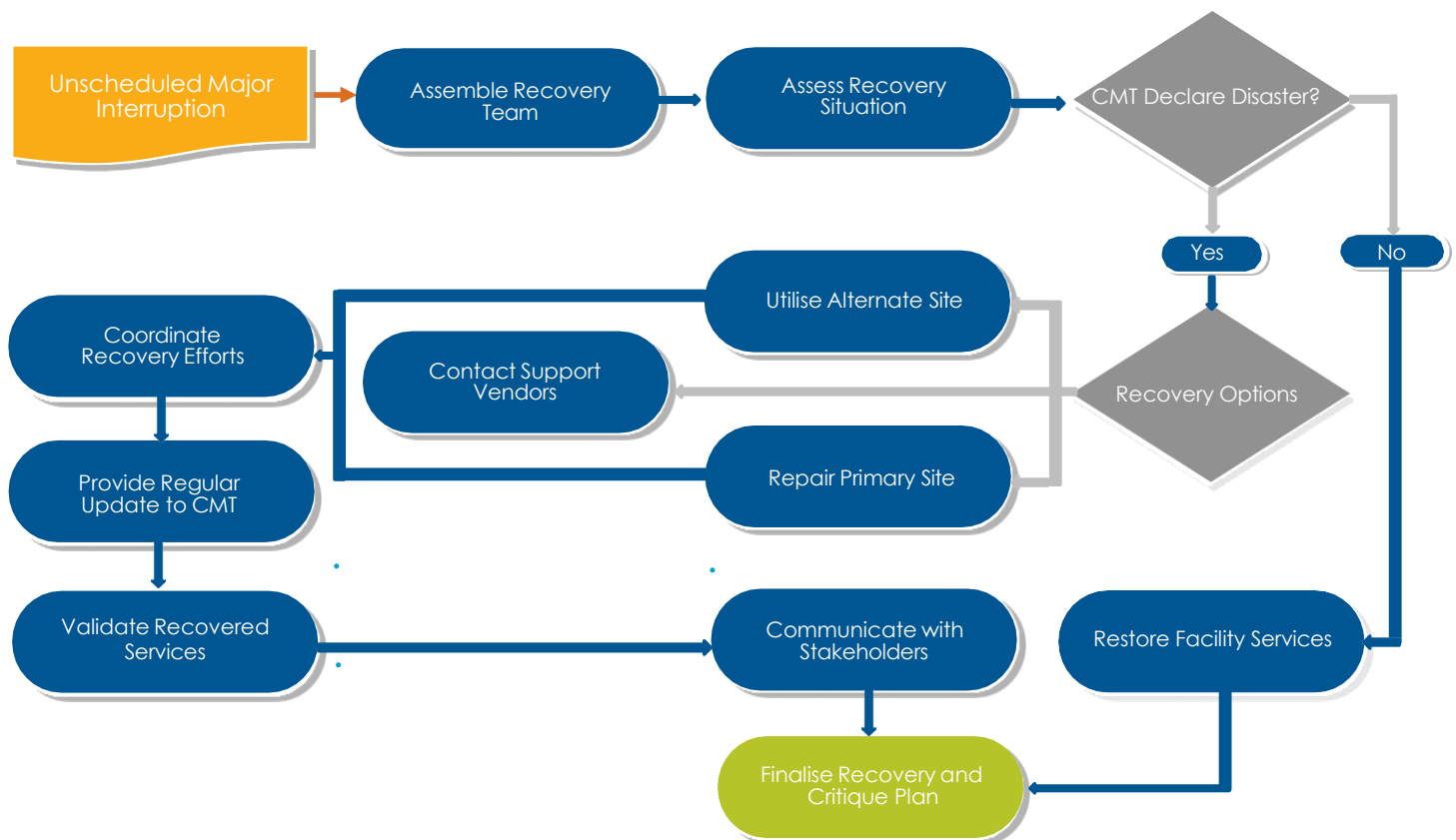
6.2.2 Facility Team Actions

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Activate facility team	Management Team Leader				
2	Disaster site evaluation & salvage	Facility Team Leader				
3	Relocate or rebuild office location. If decision is to relocate, go to step 10.	Facility Team Leader				
4	Plan Office Location Rebuild	Facility Team Leader				
5	Hold Recovery Status Meeting	Management Team Leader				
6	Coordinate Move back to Shire of Pingelly Office Location	Facility Team Leader				
7	Discontinue use of alternate location if one was required	Facility Team Leader				
8	Delivery plan critique	Facility Team Leader				
9	Finish	Management Team Leader				
10	Assist Alternate Site selection	Facility Team Leader				
11	Coordinate Move to alternate location	Facility Team Leader				
12	Discontinue use of office location	Facility Team Leader				
13	Delivery critique of BC Plan	Facility Team Leader				
14	Finish					

6.3 Recovery Team

6.3.1 Recovery Team Actions Overview

This section contains the procedures to be followed by the Recovery Team. The Recovery Team includes the hardware, software, and communications experts who travel to the alternate site. The Recovery Team restores the software and data onto an alternate-computing platform and restores communications from that platform back to the users.



6.3.2 Recovery Team Actions

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Activate recovery team	Management Team Leader				
2	Is main office and existing infrastructure available for recovery? If NO, go to Step 7.	Management Team Leader				
3	Restore data communications	Recovery Team Leader – JH Computer Services				
4	Recover or rebuild affected servers from latest available backup	Recovery Team Leader – JH Computer Services				
5	Testing of recovered systems	Management Team Leader – JH Computer Services				
6	Debrief - Review plan - Finish	Recovery Team Leader				
7	Build alternate site - Transfer operations	Recovery Team Leader				
8	Restore or implement data communications	Recovery Team Leader – JH Computer Services				
9	Recover or rebuild affected servers from latest available backup	Recovery Team Leader – JH Computer Services				
10	Testing of recovered systems	Management Team Leader – JH Computer Services				
11	Coordinate move to new/rebuilt office location	Management Team Leader				
12	Post disaster - migrate live data / servers to new or salvaged infrastructure	Recovery Team Leader – JH Computer Services				
13	Debrief - Review plan effectiveness	Recovery Team Leader				

7 Appendix A – Contact List

7.1 Shire of Pingelly

Position	Name	Phone ext.	Mobile
Chief executive Officer	Andrew Dover		
Executive Manager Corporate Services	Zoe Macdonald		
Executive Manager Engineering Services	Mike Hudson		

7.2 JH Computer Services

Position	Name	Email	Mobile
General Manager	Tim Sargent	tim@jhcs.com.au	0413 842 244
IT Support	Boris Stojic	boris@jhcs.com.au	0447 591 084
IT Support	Jye Dalziel	jye@jhcs.com.au	
General helpdesk		support@jhcs.com.au	9367 9499

14.2. PRACC Operational Grant

File Reference:	Nil
Location:	Not Applicable
Applicant:	PRACC Inc
Author:	Andrew Dover
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Nil

Summary

Council is requested to consider granting an Operational Grant to the Pingelly Recreation And Cultural Centre (PRACC) for 2024/2025.

Background

Following the opening of the PRACC facility and the agreement of the lease to the PRACC Inc, Council has approved a figure of \$80,000 ex GST to be paid to PRACC Inc to assist in funding the operations of the facility.

Most lately, at the Ordinary Council Meeting of 19 July 2023, Council resolved the following:

Motion Number 13296

That Council:

- 1. Receives the report from the Otium Planning Group;*
- 2. Provides operating grant subsidy of \$80,000 for the 2022-23 Financial Year;*
- 3. Advises that subsequent grants are contingent on the development and agreement of plans and strategies, as per recommendation one, from the Otium Planning Group Report, that provide a clear direction for the PRACC; and*
- 4. Any reduction of the operating grant subsidy over time will be placed into a PRACC Reserve for the ongoing renewal of the facility.*

This resolution provided a mechanism for future operational grants to be provided on a more strategic basis and provide certainty to both the PRACC Inc and the Shire of Pingelly on the level of grant required for the next 3 – 4 years.

Recommendation 1 of the Otium Planning Group Report states:

In the short term it appears unlikely that the current level of Shire subsidy could be reduced in year one, this should be the priority as the performance of the PRACC is improved. To assist this process it is considered that the investment in the PRACC be linked in the first year to the development of:

- An up to date business plan with key performance targets identified and financial targets included.
- The development of a marketing strategy aligned to the business plan
- The development of a longer term strategic plan for the facility.
- The development of a risk management plan and mitigation strategy

The outcome from this process should provide a clear direction for the PRACC to enable the Shire operational subsidy to be reduced over time and redirected as the PRACC becomes a more viable business entity.

This indicates that a review of the business plan with realistic targets, development of a marketing strategy, a long term strategic plan and implementation of these plans would improve the sustainability of the PRACC and enable the Shire's operational grant to be reduced over time. It is essential that the Shire approves these strategies to ensure that they are realistic, achievable and achieves a more sustainable financial model within a reasonable timeframe.

Comment

Shire staff and a committee from PRACC Inc have commenced working on the plans and strategies recommended in the Otium Planning Group Report. This has been done in a manner of cooperation and openness on all sides. Further workshop dates have been agreed to continue to progress these plans.

PRACC Inc have requested that an operational grant of \$80,000 ex GST be paid for 2024/2025. This funding is needed in the short term to assist with cash flow.

It is recommended that as a display of good faith to the PRACC Inc, the Shire of Pingelly pay an operational grant of \$80,000 ex GST.

Consultation

Discussions between the Shire President and the PRACC Inc.

Statutory Environment

There is no legislation associated with this report.

Policy Implications

There are no policy implications associated with this report.

Financial Implications

\$80,000 has been budgeted for an operational grant to the PRACC with any remainder to be allocated to the PRACC reserve for the renewal of the building and courts.

Strategic Implications

8.1 Create and support opportunities to diversity and grow the economy.

Risk Framework

Risk:	That Recommendation 1 of the Otium Planning Group Report is not competed.		
Consequence Theme:	Financial / Reputational	Impact:	Minor
Consequence:	\$2,001 - \$10,000, Low impact, a small number of complaints		
Likelihood Rating:	Possible	Risk Matrix:	Moderate (6)
Action Plan:	Risk is acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.		

13460 Cr Clinton Cheney moved, Cr Angela Tretheway seconded

Voting Requirements:

Simple Majority required

Recommendation and Council Decision:

That Council provides operating grant subside of \$80,000 for the 2024/25 Financial Year as a gesture of good faith and in consideration of the work completed to date toward the development of the plans, strategies, as per the recommendation one from the Otium Planning Group Report.

Carried Unanimously 6 votes to 0

For:	Deputy Peter Wood, Cr Bryan Hotham, Cr Clinton Cheney, Cr Karmvir Singh, Cr Peter Narducci and Cr Angela Tretheway
Against:	Nil

14.3. Pingelly Community Wellbeing Plan

File Reference:	ADM0288
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Ellen Cook
Disclosure of Interest:	Nil
Attachments:	1. FINAL DRAFT Pingelly Community Wellbeing Plan 2024 2027 [14.3.1 - 22 pages]
Previous Reference:	Nil

Summary

The council is requested to approve the Pingelly Community Wellbeing Plan 2024 – 2027.

Background

The Pingelly Community Wellbeing Plan Committee was formed on the 11 September 2023. The Committee consists of lead agencies and groups within the Shire of Pingelly who have worked together to collaborate the Pingelly Community Wellbeing Plan. The committee together developed a term of reference and the Community Wellbeing Plan, which after endorsed by all respecting parties will be implemented into the community through various channels.

The Committee developed the PCWP to improve the overall health, wellbeing and safety of the Pingelly Community. The PCWP intends to enhance the overall wellbeing of the region by increasing access to support services through advocacy and education, addressing associated stigma and reducing harms within the community.

Each agency/group has endorsed the PCWP and have requested that the document be endorsed by Council.

Comment

The Pingelly Community Wellbeing Plan, as attached, is an important document that aims at improving the Wellbeing of the community through 4 identified priority areas of concern.

These include:

- Mental Health and Wellbeing
- Alcohol and other drugs
- Individual, family, and community safety and security
- Community awareness and support advocacy.

These four concerned areas originated from the consultation that took place within the community of Pingelly. Under the four priority areas of concern, several actions have been allocated to ensure a positive and encouraging community wellbeing.

The Committee aims to provide an executive space to address any community concerns arising, identify trends and issues within the region and recognise best practice initiatives that can be implemented across the sector. The group will guide and support agencies wishing to implement programs locally and coordinate an improved collaboration of services at a regional level.

The Pingelly Community Wellbeing Plan Committee [CWPC] is not intended to take the place of existing agencies and community groups or to supersede the core business of these groups. It is not intended that the Pingelly CWPC will act as a political lobbying group for individual agency or community sub-group gain to the detriment of others. The Pingelly CWPC will provide feedback to appropriate local networks.

Each agency or group will nominate at least one person to represent them on the Pingelly CWPC and a proxy to attend in the absence of that representative. Memberships will be reviewed on an annual basis.

The PCWP Committee is comprised of members from the following agencies/groups:

- Holyoake
- Pingelly CRC
- Pingelly Primary School
- Shire of Pingelly
- WACHS
- DLGSC
- Moorditj Youth
- Pingelly Somerset Alliance

The PCWP will be reviewed on a cyclic basis every 3 years.

Consultation

The Pingelly Health and Wellbeing Survey went live on 1 February 2024 and concluded on 29 February 2024. This consultation was provided in paper-based copies as well as electronically. 33 responses were received in total over the two provided methods of communication. This data along with previous consultation determined the four priority areas for community targeting.

Statutory Environment

There is no legislation associated with this report.

Policy Implications

There are no policy implications associated with this report.

Financial Implications

There are no financial implications evident at this time.

Strategic Implications

- 2.1 Support families, children, and young people to flourish.
- 2.2 Support people to age safely, happily, with dignity and respect.
- 3.2 Facilitate community health and wellbeing.

Risk Framework

Risk:	That fraud or corruption may have greater opportunity to occur without vigilance and scrutiny.		
Consequence Theme:	Reputational / Service Interruption	Impact:	Minor / Moderate
Consequence:	Low impact, a small number of complaints. Medium temporary term interruption – backlog cleared by additional resources < 1 week		
Likelihood Rating:	Unlikely	Risk Matrix:	Moderate (6)
Action Plan:	Risk is acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.		

13461 Cr Peter Narducci moved, Cr Bryan Hotham seconded

Voting Requirements:

Simple Majority required

Recommendation and Council Decision:

That Council adopt the Pingelly Community Wellbeing Plan 2024 – 2027 as attached.

Carried Unanimously 6 votes to 0

For:

Deputy Peter Wood, Cr Bryan Hotham, Cr Clinton Cheney, Cr Karmvir Singh,
Cr Peter Narducci and Cr Angela Tretheway

Against:

Nil

PINGELLY COMMUNITY WELLBEING PLAN

2024-2027

Long-term Outcome: Improve the overall health, wellbeing and safety of the Pingelly community by increasing access to support services through advocacy and education, addressing associated stigma and reducing harms.

Endorsed: August 2024

PURPOSE

The Pingelly Community Wellbeing Plan seeks to improve the overall health, wellbeing and safety of the Pingelly community by increasing access to support services through advocacy and education, addressing associated stigma and reducing harms. The Pingelly Community Wellbeing Plan endeavours to achieve this by:

- Actively supporting partnerships between community and service providers to identify and address local issues.
- Providing a means to coordinate, implement and evaluate an evidence-based, whole of community approach in a timely and appropriate manner.

BACKGROUND

The Pingelly Community Wellbeing Plan was developed using best practice principles (see appendix 1).

The five planning workshops facilitated by the Wheatbelt Prevention Team with key Pingelly stakeholders and agencies (held in July 2023, November 2023, March 2024, April 2024 and May 2024), and the analysis of a number of consultation documents, anecdotal data & reports, and a Community Perception Survey dating from 2023 have provided the context for the Pingelly Community Wellbeing Plan. These documents reflect the collective knowledge and experience of the Pingelly Community Wellbeing Plan [PCWP] planning workshops and should be consulted if further development of the PCWP is required.

Documents which inform the Pingelly Community Wellbeing Plan:

- *Pingelly Health & Wellbeing Survey – March 2024*
- *MARKYT - Shire of Pingelly Community Scorecard*
- *Pingelly Census Data 2021*

These documents can be acquired by contacting the Wheatbelt Prevention Team, or the Pingelly Community Wellbeing Plan committee.

LINKS TO EXISTING STRATEGIES

The Pingelly Community Wellbeing Plan committee acknowledges the existing strategic framework of:

National Strategies:

- [National Drug Strategy 2017-2026](#)
- [National Alcohol Strategy 2019 -2028](#)
- [The Fifth National Mental Health and Suicide Prevention Plan](#)
- [ATSISEPP Report 2016 & ATSISEPP Youth Round Table Report 2015](#)
- [National Mental Health and Wellbeing Pandemic Response Plan](#)
- [National Aboriginal & Torres Strait Islander Suicide Prevention Strategy](#)
- [National Strategic Framework for Aboriginal & Torres Strait Islander Peoples' Mental Health and Social and Emotional Wellbeing](#)
- [Gayaa Dhuwi \(Proud Spirit\) Declaration](#)
- [The National Mental Health and Suicide Prevention Agreement](#)
- [The National LGBTIQ+ Mental Health and Suicide Prevention Strategy](#)
- [The Living is for Everyone Framework](#)
- [Australia's Long Term National Health Plan](#)
- [National Suicide Prevention Leadership and Support Program](#)
- [Foundation for Alcohol Research and Education \(FARE\) Strategic Plan 2024-27](#)

State Strategies:

- [WA Mental Health Promotion, Mental Illness, Alcohol and Other Drug Prevention Plan 2018 -2025](#)
- [Working Together: Mental Health and Alcohol and Other Drug Engagement Framework 2018 –2025 \(& associated \[toolkit\]\(#\)\)](#)
- [Working Together: Aboriginal & Torres Strait Islander Mental Health & Wellbeing Principles and Practice](#)
- [Better Choices. Better Lives. Western Australian Mental Health, Alcohol and Other Drug Services Plan 2015 –2025](#)
- [WA Suicide Prevention Framework 2021 to 2025](#)
- [State Public Health Plan for Western Australia: Objectives & Policy Priorities for 2019 - 2024](#)
- [WA State Priorities Mental Health, Alcohol and Other Drugs 2020 - 2024](#)
- [WA Aboriginal Health and Wellbeing Framework 2015 - 2030](#)
- [Young People's Mental Health and Alcohol and Other Drug Use: Priorities for Action 2020 - 2025](#)
- [WA Foundational Plan for Mental Health, Alcohol and Other Drug Services, and Suicide Prevention](#)

- [Sustainable Health Review](#)
- [Profile of Children and Young People Report 2024](#)
- [A Safe Place: A Western Australian strategy to provide safe and stable accommodation, and support to people experiencing mental health, alcohol and other drug issues 2020-2025](#)
- [Mental Health 2020: Making it personal and everybody's business – Reforming Western Australia's mental health system](#)
- [Western Australian Health Promotion Strategic Framework 2022-2026](#)

Local Strategies:

- [Pingelly Corporate Business Plan 2021-2025](#)
- [Pingelly Community Plan 2023-2023](#)

WORKING DOCUMENT

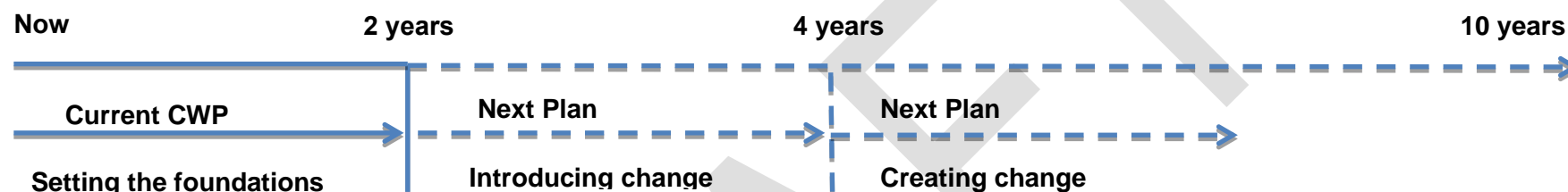
The Pingelly Community Wellbeing Plan is intended to be a **three-year** plan. However, the working group acknowledges that there may be cases where strategy and key priority areas will adopt some variation according to emerging trends in the community.

LIST OF ACRONYMS USED IN THIS DOCUMENT

AOD	Alcohol and other drugs
ATA	Alcohol Think Again
CRC	Community Resource Centre
CWP	Community Wellbeing Plan
DA	Drug Aware
DLGSC	Department of Local Government, Sport, and Cultural Industries
FDV	Family & Domestic Violence
MH	Mental Health
MHC	Mental Health Commission
MYFAC	Moorditj Youth Foundation Aboriginal Corporation
PRACC	Pingelly Recreation and Cultural centre
PS	Primary School
PSA	Pingelly Somerset Alliance
SP	Suicide Prevention
WACHS	WA Country Health Service
WAPOL	WA Police
WCADS	Wheatbelt Community Alcohol and Drug Service

Priority Areas:

1. Mental Health & Wellbeing
2. Alcohol and Other Drugs
3. Individual, Family & Community Safety and Security
4. Community Awareness and Support Advocacy



Priority 1: Short-term Outcomes (next 36 months)

- Increased awareness and provision of information on relevant support services (including place-based, outreach and online) and how to refer into these services.
- Reduction in stigma / self-stigma and increased help-seeking behaviours, including the promotion of healthy and safe lifestyle choices and ways to increase connection and reduce isolation.
- Provision of education, training, and workshops to increase suicide awareness and mental health literacy of the community.

Priority 2: Short-term Outcomes (next 36 months)

- Address alcohol culture, risky alcohol consumption and its associated harms within the home, workplace, sporting clubs and community, by embedding healthy public policy and harm minimisation strategies to create healthy and safe environments for all (including FASD, alcohol, cannabis, prescription medication, meth).

Priority 3: Short-term Outcomes (next 36 months)

- The Pingelly CWP committee will be conduit to pilot new programs to address complex and wicked problems to leverage from Wheatbelt / regional providers (WACOSS, Lotterywest, Department of Communities, WALGA) and their respective peak bodies / agencies that are actively working to reduce risks and increase safety, health and wellbeing.
- Increased awareness of options and support for vulnerable populations, including rights/responsibilities, financial assistance, emergency relief and food parcel assistance.

- Scope the delivery of educational workshops, training opportunities and events that raise awareness of individual, family and community safety.

Priority 4: Short-term Outcomes (next 36 months)

- Advocate for place-based and out-reach services to service Pingelly.
- Increased awareness of campaigns around individual, family and community safety.

DRAFT

PRIORITY ONE: Mental Health & Wellbeing			
<i>Primary Target Group: Whole of Community (particularly young people, older adults and agriculture).</i>			
SHORT-TERM OUTCOME/S (next 36 months)	KEY PERFORMANCE INDICATOR	COLLECTION TOOL	COLLECTED BY
Increased awareness and provision of information on relevant support services (including place-based, outreach and online) and how to refer into these services.	Increased mental health and wellbeing awareness, literacy, and promotion of associated support services through the delivery of information, campaigns, workshops, education sessions and training opportunities.	Dissemination of information, awareness raising campaigns and fact sheets via a multitude of mediums. Evidence of dissemination.	Holyoake Shire of Pingelly Pingelly CRC
Reduction in stigma / self-stigma and increased help-seeking behaviours, including the promotion of healthy and safe lifestyle choices and ways to increase connection and reduce isolation.	Provision of education and training promoting help seeking behaviours, healthy and safe lifestyle choices within the home and broader community, including strategies and tips to reduce the impact of social isolation and loneliness. Dissemination of information and campaign material that increases knowledge of healthy and safe lifestyle choices Development of localised public awareness campaign promoting help seeking behaviours, healthy and safe lifestyle choices and ways to connect and reduce loneliness within the home	Number of training and education sessions/workshops delivered that address stigma /self stigma and also the promotion of healthy and safe lifestyle choices and increased social connection. Number of campaigns and/or promotional material / information that promotes healthy and safe lifestyle choices.	Holyoake Shire of Pingelly Pingelly CRC

	and broader community		
Provision of education, training, and workshops to increase suicide awareness and mental health literacy of the community.	Provision of education sessions, training and workshops on mental health literacy and suicide awareness/prevention.	<p>Delivery/Facilitation of workshops, education sessions and training.</p> <p>Number of workshops, education sessions and training delivered.</p> <p>Participant Evaluations/Feedback</p>	Holyoake

ACTIONS	LEAD	RESOURCES	WHO WILL CONTRIBUTE	BY WHEN
Short-term Outcome: Increased awareness and provision of information on relevant support services (including place-based, outreach and online) and how to refer into these services.				
Creation of a Pingelly Support Service Directory and flyer.	Holyoake		Shire of Pingelly Pingelly CRC WACHS	
Continued promotion of the Within Your Wallet program to young people, including the support service webpage on the Pingelly CRC website.	Holyoake Pingelly CRC Pingelly/Brookton LDAT		Shire of Boddington Boddington CRC	
Continued promotion of Within REACH to young people.	Holyoake		Shire of Pingelly Pingelly CRC WACHS Pingelly PS DLGSCI	
Dissemination of the FREE counselling services for young people in the Wheatbelt.	Holyoake		Shire of Pingelly Pingelly CRC Pingelly PS	
Dissemination of Social Prescribing information and resources.	Holyoake		PSA/Pingelly CRC	
Dissemination of dry season and live export ban fact sheets.	Holyoake			
Short-term Outcome: Reduction in stigma / self-stigma and increased help-seeking behaviours, including the promotion of healthy and safe lifestyle choices and ways to increase connection and reduce isolation.				
Regular articles in the Pingelly Times promoting help seeking behaviours,	Pingelly CRC			

healthy lifestyles and connections.	Holyoake			
Scope opportunity to run Healthy Lifestyle programs (e.g. HEAL, KidSafe) in the Shire of Pingelly, in partnership with the PSA and Early Years Network.	WACHS PSA/Pingelly CRC			
Continue the development of the built environment to promote active transport and promote inclusive recreational opportunities, including a mountain bike trial (MBT).	Shire of Pingelly		WACHS DLGSCI	
Scope the capacity to create and promote local lived experience and recovery stories through written, voice and online platforms.	Holyoake Pingelly CRC			
Scope the capacity to organize and deliver events that encourage connection, including community networking events.	Shire of Pingelly Pingelly CRC		Holyoake	
Scope the participation in Save Our Country Kids (SOCK) activities.	Shire of Pingelly Pingelly CRC Pingelly PS		Pingelly Early Years Network	

Short-term Outcome: Provision of education, training, and workshops to increase suicide awareness and mental health literacy of the community.				
Scope the delivery of a Child Safety Forum within the Shire of Pingelly.	Holyoake		PRACC Pingelly Early Years Network DLGSCI	
Delivery of Safe TALK, Rural Minds and Accidental Counsellor workshops.	Holyoake		PRACC Pingelly Early Years Network	
Delivery of Deadly Thinking (12 – 17 years) and Aboriginal Mental Health First Aid.	MYFAC		Shire of Pingelly PRACC	
Delivery of Agri-Balance workshops to those professionals and paraprofessionals working in agriculture and agribusiness.	Holyoake		PRACC	

Delivery of tailor-made education and/or workshops to respond to emerging issues or concerns.	Holyoake		PRACC	
Scope the delivery of parenting workshops through the Pingelly Early Years Network and/or local playgroups (including WANSLEA, Parenting Connections, Triple P, Circle of Security).	Pingelly Early Years Network WACHS Pingelly PS		PRACC DLGSC	
Support the implementation of Happy Schools into Pingelly Primary School.	Pingelly PS			

PRIORITY TWO: Alcohol and Other Drugs			
<i>Primary Target Group: Whole of Community (particularly young people, Aboriginal and Torres Strait Islander people and females in child-bearing years and their families).</i>			
SHORT-TERM OUTCOME/S (next 36 months)	KEY PERFORMANCE INDICATOR	COLLECTION TOOL	COLLECTED BY
Address alcohol culture, risky alcohol consumption and its associated harms within the home, workplace, sporting clubs and community, by embedding healthy public policy and harm minimisation strategies to create healthy and safe environments for all (including FASD, alcohol, cannabis, prescription medication, meth).	Increased dissemination of campaign material and education opportunities.	Number of campaign disseminations. Number of education sessions provided.	Organisations facilitating the education. Organisations disseminating campaign material.
	Increased availability of alcohol-free options and harm minimisation strategies at local event.	Number of events utilising harm minimisations strategies.	Organisations organising local events.
	Increased community action that reduces alcohol and other drug harm.	Number of initiatives/events/programs/strategies implemented that reduce AOD harm.	Organisations implementing.

	Increased availability of training and education opportunities.	Number of training or education opportunities promoted.	Organisations promoting.
	Increased awareness of support services available.	Disseminations of information.	Organisations disseminating.

ACTIONS	LEAD	RESOURCES	WHO WILL CONTRIBUTE	BY WHEN
Short-term Outcome: Address alcohol culture, risky alcohol consumption and its associated harms within the home, workplace, sporting clubs and community, by embedding healthy public policy and harm minimisation strategies to create healthy and safe environments for all (including FASD, alcohol, cannabis, prescription medication, meth).				
Explore grass roots solutions to strengthen the community voice to address the production and supply of alcohol and other drugs (including vaping).	Holyoake Shire of Pingelly WAPOL	Mental Health Commission (MHC)	MYFAC WACHS Pingelly CRC Pingelly PS	Ongoing
Promotion of the Alcohol Is No Excuse Campaign.	Holyoake		Pingelly CRC Pingelly Early Years Network MYFAC	Ongoing
Implementation of harm minimisation strategies within local sporting clubs, including campaigns, awareness rounds, ADF 'Good Sports'.	Holyoake	WA Country Football ADF MHC WAPOL	DLGSC PRACC	Ongoing
Continue to support the 'I Know What I Would Rather Be Doing – Don't Drink and Drive Round'.	Holyoake	Road Safety Commission	PRACC	Ongoing
Scope opportunities to promote online and deliver face-to-face Responsible	Holyoake	ADF	ADF	Ongoing

Service of Alcohol training and becoming an approved manager.	Shire of Pingelly		PRACC Sporting Clubs DLGSC	
Event organisers to provide alcohol-free options and promote harm minimisation strategies within the Shire of Pingelly.	Pingelly CRC Shire of Pingelly	Holyoake	PRACC PSA Pingelly Early Yars Network	Ongoing
Dissemination of Holyoake promotional material to promote safe practices and harm minimisation.	Holyoake		Pingelly CRC MYFAC Pingelly PS	Ongoing
Scope opportunities to deliver tailor-made alcohol and other drug prevention presentations to community.	Holyoake		Pingelly CRC	Ongoing
Support the implementation of Fetal Alcohol Spectrum Disorder (FASD) Awareness Days and campaigns with the Shire of Pingelly.	Holyoake	MHC NOFASD Strong Born	Pingelly Early ears Network Pingelly PS MYFAC	Ongoing
Promotion of alcohol and other drug support services and educational and promotional material (including Wheatbelt Quit Smoking Program, Strong Spirit Strong Mind, No More Nyumree, Holyoake counselling services).	Holyoake WACHS/WAHS		Pingelly CRC Shire of Pingelly MYFAC	Ongoing
Support the continued implementation of a Drug Management Plan and education at local schools.	RSDE Brand (Dept. of Education) Pingelly PS		Holyoake WACHS	Ongoing
Scope the delivery of alcohol and other drug education session for parents.	Holyoake Pingelly Early Years Network		Pingelly PS	Ongoing

PRIORITY THREE: Individual, Family & Community Safety and Security			
<i>Primary Target Group: Whole of Community</i>			
SHORT-TERM OUTCOME/S (next 36 months)	KEY PERFORMANCE INDICATOR	COLLECTION TOOL	COLLECTED BY
The Pingelly CWP committee will be conduit to pilot new programs to address complex and wicked problems to leverage from Wheatbelt / regional providers (WACOSS, Lotterywest, Department of Communities, WALGA) and their respective peak bodies / agencies that are actively working to reduce risks and increase safety, health and wellbeing.	Increased establishment and availability of new programs for the Pingelly community.	Number of new programs.	Organisations involved in the development and implementation of the programs.
Increased awareness of options and support for vulnerable populations, including rights/responsibilities, financial assistance, emergency relief and food parcel assistance.	Increased availability of emergency food relief packages.	Scoping completed to increase availability.	Organisations conducting the scoping.
Scope the delivery of educational workshops, training opportunities and events that raise awareness of individual, family and community safety.	Increased availability of Family and Domestic Violence Training and community safety workshops.	Number of training/workshops sessions provided.	Organisations providing or organising the training/workshops.
	Increased implementation of awareness activities and awareness days.	Number of activities/days.	Organisations organising activity/days.

ACTIONS	LEAD	RESOURCES	WHO WILL CONTRIBUTE	BY WHEN
Short-term Outcome: The Pingelly CWP committee will be conduit to pilot new programs to address complex and wicked problems to leverage from Wheatbelt / regional providers (WACOSS, Lotterywest, Department of Communities, WALGA) and their respective peak bodies / agencies that are actively working to reduce risks and increase safety, health and wellbeing.				
Support the development of a Pingelly Youth Precinct where a variety youth program will be available for local young people, including programs by members of the Pingelly CWP.	Shire of Pingelly MYFAC		DLGSC Holyoake	December 2026.
Encourage members of the Pingelly CWP committee members to hold membership on Priority Area Working Groups (PAWGs).	Whole of Committee	Wheatbelt Human Services Managers Forum		Ongoing
Advocating for the development of a Community Policing Program.	Shire of Pingelly	WAPOL	Holyoake	Ongoing.

Short-term Outcome: Increased awareness of options and support for vulnerable populations, including rights/responsibilities, financial assistance, emergency relief and food parcel assistance.				
Scope capacity for the Shire of Pingelly to provide emergency food relief packages.	Shire of Pingelly	Share and Care	Pingelly PS Pingelly CRC	Ongoing
Holyoake staff will be the conduit between the Poverty / Cost of Living and Homelessness PAWG and the Pingelly CWP committee.	Holyoake	Wheatbelt Human Services Managers Forum		Ongoing
Disseminate information regarding the Wheatbelt Food Community Project.	WACHS			Ongoing

Short-term Outcome: Scope the delivery of educational workshops, training opportunities and events that raise awareness of individual, family and community safety.				
Promote Family and Domestic Violence Training.	Holyoake	Lifeline	Shire of Pingelly	Ongoing
Scope the implementation of the Family and Domestic Violence and Elder Abuse awareness activities, including white ribbon awareness, purple benches, 16 Days in WA, World Elder Abuse Day event etc.	Holyoake	Share and Care Advocare	Whole of Committee	Ongoing
Scope the implementation of community safety workshops (KidSafe workshops, Royal Life Saving, Lifeline workshops etc.)	Pingelly Early Years Network Holyoake WACHS	KidSafe Royal Life Saving Lifeline	PRACC Pingelly CRC DLGSCI	Ongoing
Scope the implementation of a Bullying No WAY Event at Pingelly Primary School.	Pingelly PS Holyoake	Bulling NO WAY	WAPOL	Ongoing

PRIORITY FOUR: Community Awareness and Support Advocacy			
<i>Primary Target Group: Whole of Community</i>			
SHORT-TERM OUTCOME/S (next 36 months)	KEY PERFORMANCE INDICATOR	COLLECTION TOOL	COLLECTED BY
Advocate for place-based and out-reach services to service Pingelly.	Increased access to out-reach and place-based services.	Number of new services servicing Pingelly.	Organisations involved.
Increased awareness of campaigns around individual, family and community safety.	Promotion of awareness campaigns.	Number of awareness campaigns promoted.	Pingelly CRC

ACTIONS	LEAD	RESOURCES	WHO WILL CONTRIBUTE	BY WHEN
Short-term Outcome: Advocate for place-based and out-reach services to service Pingelly.				
Scope funding opportunities to increase out-reach and place-based services.	Shire of Pingelly Holyoake Pingelly CRC		Whole of committee to support.	Ongoing
When peak / metro-based services have funded training and initiatives to deliver in the Wheatbelt, that align with the priority of the Pingelly CWP, Pingelly will be put forward as a preferred location.	Holyoake	Metro-based services	Shire of Pingelly Pingelly CRC	Ongoing
Support the development of a Culture and Art Facility.	Shire of Pingelly		Pingelly CRC MYFAC	Ongoing
Advocate for support for those impacted by the dry season and live sheep	Holyoake		Whole of	Ongoing

export ban.	Shire of Pingelly		committee	
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Short-term Outcome: Increased awareness of campaigns around individual, family and community safety.				
Development and implementation of a communication schedule for awareness campaigns around individual, family and community safety, including Blessing of the Roads, Injury Matters, FASD, Mental Health Week etc.	Pingelly CRC Shire of Pingelly	Injury Matters NOFASD MHC Cancer Council Cracks in the Ice R U OK	Holyoake WACHS	Ongoing
Utilisation of the Audiovisual display promoting mental health services and awareness raising campaigns around the community.	Pingelly CRC		Holyoake	Ongoing

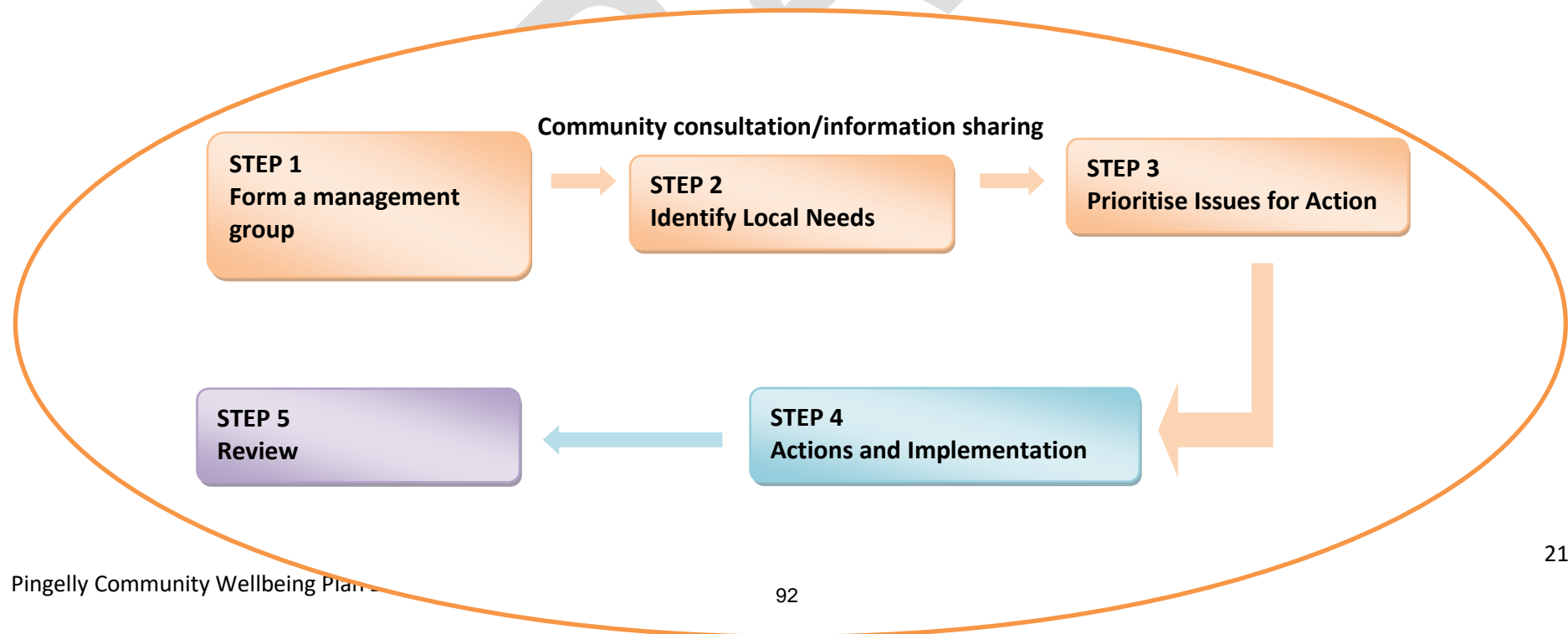
Steps	Task	Date	Done
1. Create Community Wellbeing Group	<ul style="list-style-type: none"> Identify management group members. 	2023	Complete
	<ul style="list-style-type: none"> Call first meeting to establish purpose and structure, including terms of reference, meeting structures, meeting schedules, reporting pathways, etc. 	2023	Complete
2. Identify local needs	<ul style="list-style-type: none"> Review existing information and research in relation to AOD/MH&SP related issues in the area. Conduct community/key stakeholder consultation around issues (if no existing information or research found). 	2024	Complete
	<ul style="list-style-type: none"> Confirm research/consultation findings with key stakeholders and the management group. 	2024	Complete
3. Prioritise issues for action	<ul style="list-style-type: none"> With management group, prioritise the top two or three issues for action. 	2024	Complete
	<ul style="list-style-type: none"> Work through each priority using the MHC '<i>mapping tool</i>' refine priorities by identifying target groups, community impact, contributing factors, etc. 	2024	Complete
4. Develop actions and implement plan	<ul style="list-style-type: none"> With management group agree on a broad range of actions to address each priority. 	2024	Complete
	<ul style="list-style-type: none"> Complete a MP template for each priority issue which includes – actions, timeline, resources, and evaluation. 	2024	Complete
	<ul style="list-style-type: none"> Implement strategies and regularly report on progress to the CWP management group. 	2024-2027	Ongoing
5. Review	<ul style="list-style-type: none"> With management group, identify a suitable date to review the CWP and appropriate communication pathways to enable regular feedback to community and key stakeholder groups. 	2027	

APPENDIX 1 - PLANNING FOR AN EFFECTIVE PLAN

Creating a sustainable reduction in alcohol and other drug related harm is a complex and long-term process. Issues can be overwhelming and seen as too difficult to address at a local level. However, with some effective planning, it's at the local level where partnerships between communities and services can have the greatest impact.

Prior to establishing and implementing a Community Wellbeing Plan (CWP), a number of steps need to happen to ensure the resulting plan has been developed in partnership to reflect the communities needs and has the best chance at creating sustainable change.

It is important that the community have a strong understanding of the issues and have ownership of the strategies developed to address them. To ensure this, processes should be put in place that allow community input into all stages of the development and implementation of the CWP, including progress made against addressing the issues.





DRAFT

15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES

Nil

16. DIRECTORATE OF WORKS

Item brought forward to 11. Items Brought Forward due to Persons Attending.

17. ELECTED MEMBERS MOTIONS WITH PREVIOUS NOTICE

Nil.

18. NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

Nil.

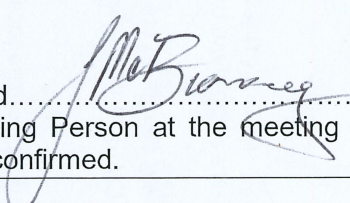
19. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

20. CLOSURE OF MEETING

The Chairman declared the meeting closed at 3:05 pm.

These minutes were confirmed by Council at the
Ordinary Council Meeting held on ...18/8/24.....

Signed.....
Presiding Person at the meeting at which the minutes
were confirmed.